

**CITY OF SAN MATEO**  
**City Council Regular Meeting**  
**March 18, 2024**  
**7:00 PM**

City Hall Council Chamber 330 W.  
20th Avenue San Mateo CA 94403  
Entrance is on O'Farrell Street



**COUNCIL MEMBERS**  
Lisa Diaz Nash, Mayor  
Rob Newsom Jr., Deputy Mayor  
Rich Hedges  
Amourance Lee  
Adam Loraine

## AGENDA

**THIS MEETING CAN BE ATTENDED IN PERSON OR REMOTE BY JOINING ZOOM – SEE CODES BELOW.**  
**PUBLIC COMMENTS WILL BE ACCEPTED BOTH IN PERSON AND REMOTELY.**  
**SEE END OF AGENDA FOR OPTIONS AND INSTRUCTIONS ON HOW TO PARTICIPATE IN THE MEETING.**

**To join via Zoom – click here: [Monday, March 18, 2024](#)**

**To join via telephone: (408) 638-0968**

**Webinar ID: 852 4302 1524    Passcode: 837584**

**The City Council meeting will conclude by 11:00 p.m. unless otherwise extended by council vote.**  
**Any unheard items will automatically move forward to the next regular meeting.**

Council Member Rich Hedges will teleconference into this meeting from:  
2405 Kulaniana'ole Avenue – PH-11 Hilo, Hawaii 96720

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### CALL TO ORDER

Pledge of Allegiance

Roll Call

AB 2449 Requests and Considerations for Meeting Participation by Teleconference due to Just Cause or Emergency Circumstances

### CEREMONIAL

1. Mayor's Quarterly Hero Award – Gloria Brown
2. Hillsdale High School Peace Pantry and Empowerment Through Action Programs - Presentation
3. Crossing Guard Appreciation Month - Recognition
4. Ramadan Mubarak - Observance

### CONSENT CALENDAR

*All matters listed under the Consent Calendar are considered by the Council to be routine and will be enacted by one motion without discussion. If discussion is desired, that item may be removed and considered separately.*

5. Organized Retail Theft Prevention Grant Program – Memorandum of Understanding and Related Actions

Approve: (1) a Memorandum of Understanding (MOU) with the cities of Daly City and San Bruno to administer a multi-agency Board of State and Community Corrections grant to combat organized retail theft; and authorize the Chief of Police to execute the MOU in substantially the form presented, and any other necessary documents related to grant activity; (2) Amendment No.1 to the Agreement with the Flock Group Inc., for the purchase of 15

additional automated license plate readers for the three-year grant term in the amount of \$138,950, for a new cumulative agreement amount not to exceed \$640,300; and adopt a Resolution to (a) authorize the addition of 1.00 Full-Time Equivalent Community Service Officer position for the three-year duration of the grant period; (b) approve the purchase of 2 surveillance trailers from Mobile Pro Systems in the amount of \$114,700 with the use of an alternative purchasing procedure and (c) amend the adopted Fiscal Year 2023-24 budget to appropriate \$1,533,802 to the Police Grants Fund.

*CEQA: This action is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)*

**6. Compost Broker Program – Amendment**

Approve Amendment No. 2 to the Compost Broker Program Agreement with San Mateo Resource Conservation District to increase the agreement in the amount of \$90,839.54, for a new Agreement total of \$164,055.80; update payment rates; amend the scope of services; extend the term to May 1, 2026; and authorize the Director of Public Works to execute the amendment in substantially the form presented.

*CEQA: Approval of Amendment No. 2 to the Compost Broker Program between the City and SMRCD is exempt from the California Environmental Quality Act (CEQA). This is because it can be seen with certainty that there is no possibility that the procurement of additional compost to help meet the City's annual recycled organic waste product procurement target would have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)*

**7. Wastewater Treatment Plant Upgrade and Expansion Project – Agreement**

Approve a Right-of-Entry Agreement with the City of Hollister, at no cost, allowing the City to enter onto the City of Hollister's Wastewater Treatment Plant property for the purpose of obtaining sludge to support startup of the City of San Mateo's new wastewater treatment plant; and authorize the Public Works Director to execute the Agreement in substantially the form presented and to execute any necessary no-cost amendments.

*CEQA: The City prepared a Final Programmatic Environmental Impact Report (Final PEIR) in accordance with the California Environmental Quality Act (CEQA) (SCH No. 2015032006). Council on June 6, 2016, certified the PEIR. In accordance with CEQA, the Final PEIR serves as the primary environmental compliance document for the implementation of the Clean Water Program. The City prepared Addenda to the Final PEIR that was approved on July 16, 2018 (Addendum 1) and April 15, 2019 (Addendum 2). This work is within the scope of the Project evaluated in the PEIR and Addendum.*

**8. Senior Get Around Transportation Program Agreement – Amendment**

Approve Amendment No. 1 to the Agreement with Serra Yellow Cab, Inc. in the amount of \$75,000, for a new contract total of \$225,000, for the Senior Get Around Transportation Program for Fiscal Year 2023-24; and authorize the Director of Parks and Recreation to execute the amendment in substantially the form presented.

*CEQA: This amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)*

**9. General Plan, Housing Element, and Housing Successor Agency – 2023 Annual Progress Reports**

Accept the 2023 Annual Progress Reports for the General Plan, Housing Element, and Housing Successor Agency, and direct the Community Development Director to file the reports with the State.

*CEQA: This Annual Progress Reports on the General Plan, Housing Element and Housing Successor Agency is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or*



*indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)*

**10. Wastewater Treatment Plant Immediate Action Project, Package II – Appropriation and Amendment**

Adopt a Resolution to authorize an appropriation of funds in the amount of \$349,000 from the Sewer Fund Reserves for the Wastewater Treatment Plant Immediate Action Projects, Package II Project, revising the total project budget to an amount of \$14,695,372; approve Amendment No. 13 to the agreement with Stantec Consulting Services, Inc. to provide professional design and engineering services during construction for the Project, increasing the contract value by \$399,000, for a revised total agreement amount not-to-exceed \$2,126,403.46, and extend the term of the agreement through September 30, 2024; and authorize the Public Works Director to execute Amendment No. 13 in substantially the form presented and approve future amendments within the approved amount.

*CEQA: The work addressed by this administrative report is being undertaken to support the Clean Water Program. This project is subject to the requirements of the California Environmental Quality Act (CEQA), the general components of which are included as part of the Final Programmatic Environmental Impact Report (Final PEIR) (SCH No. 201532006) that was prepared for the Clean Water Program. The Final PEIR was certified by City Council on June 6, 2016.*

**11. Peninsula Clean Energy Solar and Storage on Public Buildings Program – Power Purchase Agreement**

Approve an agreement with Peninsula Clean Energy (PCE) for a Power Purchase Agreement (PPA) to procure, install, operate and maintain a solar photovoltaic system at the Beresford Park parking lot; approve an Interconnection Agreement with PG&E to connect to and operate the solar photovoltaic system in parallel with PG&E's electric system; and authorize the City Manager to execute the agreements in substantially the form presented and to execute any amendments necessary to implement the solar photovoltaic system.

*CEQA: This agreement is exempt from CEQA as an “existing facility”, because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)*

**12. Fiscal Year 2022-23 Annual Comprehensive Financial Report - Acceptance**

Accept the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.

*CEQA: This report is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) In addition, this report is not a project subject to CEQA, in that it consists of a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)*

**13. Boards and Commissions – Confirm Reappointments and Establish Annual Appointment Subcommittees**

Appointments as follows, all terms through June 10, 2028: Alli Fitzgerald (Community Relations Commission), Wendy McCall (Library Board), Sandy Shepler (Measure S Oversight Committee) to a first full term; Jerold Nugent (Community Relations Commission), Tony Villanueva (Personnel Board), and Ellen Wang (Senior Citizens Commission) to a second full term. Establish Appointment Subcommittees with Mayor Diaz Nash and the Commission Liaison to interview for vacancies on the Community Relations Commission, Senior Citizens Commission, Sustainability and Infrastructure Commission, Park and Recreation Commission, Planning Commission, Library Board, Personnel Board, and Measure S Oversight Committee.

*CEQA: This action is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)*

**PUBLIC COMMENT**

*Members of the public wishing to comment on any item not appearing on the agenda may address the City Council at this time. State law prevents Council from taking action on any matter not on the agenda; your comments may be referred to staff for follow up. Public comment is limited to a total of 15 minutes; however, an opportunity for additional public comment may be provided later in the agenda.*

**PUBLIC HEARING**

*City Council action on the following public hearing(s) represents a final decision concluding all administrative proceedings. Judicial review may be had only if a petition is filed with the Court not later than the 90th day following the date the decision is made. Judicial review of environmental determinations may be subject to a time period for litigation as short as 30 days following the date the decision is made.*

**14. 2024 Solid Waste Collection Rates – Increase**

Adopt a Resolution to establish maximum rates for solid waste, recycling, and organics collection for rate year 2024; and adopt a resolution authorizing the Finance Director to appropriate \$1,000,000 from the Solid Waste Fund unassigned fund balance and remit to Recology to reduce the City's balancing account deficit by September 30, 2024.

*CEQA: This action by the City in setting the maximum rates to be charged by Recology San Mateo County relates to funding an on- going solid waste collection service and is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)*

**15. General Plan Amendment to Adopt Strive San Mateo General Plan 2040**

Adopt a Resolution to certify the General Plan's Final Environmental Impact Report (EIR) and adopt a resolution adopting Strive San Mateo General Plan 2040 and the Climate Action Plan Technical Update, based on the listed findings.

*CEQA: As outlined above, an EIR has been prepared for General Plan 2040 to meet CEQA requirements. Since the EIR identified significant impacts that could not be fully mitigated, a Statement of Overriding Considerations is included as part of the resolution certifying the Final EIR..*

**OLD BUSINESS**

**16. City Council Priority List – Review Draft Priorities and Overall Updates**

Review and provide direction on the proposed work plan and resource requirements for the draft City Council fiscal year 2024-25 priorities.

*CEQA: This discussion is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)*

## REPORTS AND ANNOUNCEMENTS

*City Manager, City Attorney and Council Members report on their various assignments and liaison roles and Council requests for scheduling future items.*

## ADJOURNMENT

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**AGENDAS:** Agendas and material are posted on the City's website on the Friday preceding each Council Meeting and can be viewed on the City's website at [www.cityofsanmateo.org](http://www.cityofsanmateo.org) . Any supplemental material distributed to the Council after the posting of the agenda will be made part of the official record.

**WATCHING A MEETING ON TV:** City Council meetings are broadcast live on Comcast/channel 27, Wave/channel 26, or AT&T/channel 99. For transmission problems during the broadcast, please call (650) 522-7099. For all other broadcast comments, call (650) 522-7040, Monday-Friday, 8 a.m. - 5 p.m.

**WATCHING A MEETING ON A COMPUTER:** There are three ways to stream.

- 1) Public Meeting Portal [www.cityofsanmateo.org/publicmeetings](http://www.cityofsanmateo.org/publicmeetings)
- 2) City YouTube channel and stream it on YouTube: <http://youtube.com/CityofSanMateo>
- 3) Watch TV live stream: <https://www.cityofsanmateo.org/193/Channel-San-Mateo-Live-Stream>

### PUBLIC COMMENTS/REQUEST TO SPEAK

#### Prior to the Meeting

Send comments to: [clerk@cityofsanmateo.org](mailto:clerk@cityofsanmateo.org) until 4 p.m. the day of the meeting.

#### During the meeting

**By Zoom:** Click the link at the top of the agenda and you'll be added to the meeting. All attendees are muted by default. When the item of interest is open for consideration, select the "Raise Your Hand" icon and you will be called on at the appropriate time.

**By telephone:** Call (408) 638-0968 and enter the conference ID found at the top of the meeting agenda. When the item of interest is open for consideration, select \*9 to raise your hand. When called upon, press \*6 to unmute, state your name and provide your comments.

**In Person:** At the meeting complete a "Request to Speak" form, submit a request at the speaker kiosk or scan the QR code.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act, those with disabilities requiring special accommodations to participate in this meeting may contact the City Clerk's Office at (650) 522-7040 or [clerk@cityofsanmateo.org](mailto:clerk@cityofsanmateo.org) . Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 5

Section Name: CONSENT CALENDAR

Account Number: 20-5151

File ID: 24-8392

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Police Department  
**MEETING DATE:** March 18, 2024

**SUBJECT:**

Organized Retail Theft Prevention Grant Program – Memorandum of Understanding and Related Actions

**RECOMMENDATIONS:**

Approve: (1) a Memorandum of Understanding (MOU) with the cities of Daly City and San Bruno to administer a multi-agency Board of State and Community Corrections grant to combat organized retail theft; and authorize the Chief of Police to execute the MOU in substantially the form presented, and any other necessary documents related to grant activity; (2) Amendment No.1 to the Agreement with the Flock Group Inc., for the purchase of 15 additional automated license plate readers for the three-year grant term in the amount of \$138,950, for a new cumulative agreement amount not to exceed \$640,300; and adopt a Resolution to (a) authorize the addition of 1.00 Full-Time Equivalent Community Service Officer position for the three-year duration of the grant period; (b) approve the purchase of 2 surveillance trailers from Mobile Pro Systems in the amount of \$114,700 with the use of an alternative purchasing procedure and (c) amend the adopted Fiscal Year 2023-24 budget to appropriate \$1,533,802 to the Police Grants Fund.

**BACKGROUND:**

Organized Retail Theft (ORT) is a significant issue for the City of San Mateo. To help combat the problem of ORT, in 2023, the Police Department, in collaboration with the Cities of Daly City and San Bruno, applied for a grant offered by the California Board of State and Community Corrections (BSCC), titled Organized Retail Theft Prevention Grant Program. For the application, Daly City was the lead applicant and San Bruno and San Mateo were sub-applicants. The grant application was successful, and Daly City received the grant award and will take primary responsibility for administering the grant with the Police Departments of San Bruno and San Mateo.

The total grant award for the San Mateo Police Department is \$1,533,802, and it is to be expended over the course of the three-year grant term, concluding in Fiscal Year 2027. The grant funding will provide for a number of expenditures, including the purchase of equipment, overtime for enforcement operations, community education and engagement outreach efforts, and the salary and benefits for 1.00 Full-Time Equivalent (FTE) Community Service Officer (CSO).

Memorandum of Understanding

To provide structure and outline to the administration of the grant program and relationship between the three police departments, the three cities wish to adopt a memorandum of understanding (MOU). The Daly City Police Department will handle all grant administration duties with the BSCC. The San Mateo Police Department will incur expenses in furtherance of grant objectives and subsequently invoice Daly City for reimbursements. Daly City will in turn invoice the BSCC. The proposed MOU outlines the service details of this relationship, and its terms will run from October 1, 2023, until June 1, 2027. Grant and program project activity will end on December 31, 2026, and the time period between then and June 1, 2027, will allow for the completion of required grant evaluation reports and financial audits only. It is the City's policy that City Council approve inter-governmental agency agreements.

#### Community Service Officer position

The CSO funded through this grant will have a primary focus on educating the San Mateo community about the risk of ORT, investigating ORT cases, working with retailers and other community members on ways to reduce ORT, improve information sharing, and increase enforcement efficiency. The grant also funds the purchase and outfitting of a vehicle for the CSO.

The Police Department plans to staff the CSO position to focus on these grant activities, concluding in December 2026. The addition of this position, as well as the related vehicle, will have a net-zero budget impact as the costs will be fully offset by grant reimbursement.

#### Automated License Plate Readers

The Police Department already leverages automated license plate reader (ALPR) technology to enhance public safety in San Mateo, through an existing service agreement with Flock Group Inc. The ORT grant funds the purchase of 15 additional cameras, which will be deployed throughout the city based on a data-informed approach to maximizing crime detection and investigative capabilities.

The existing service agreement with Flock Group Inc., will be amended to include the 15 additional ALPR cameras for a three-year term at a total cost of \$138,950. This will have a net-zero budget impact as the cost of the new cameras will be fully offset by grant reimbursement, and the cost for future years will be incorporated into future Business Plans.

#### Data Integration and Investigative Technology System

The grant provides for the Police Department to implement a data integration and investigative technology system, C3AI, through the partnership with the Daly City Police Department. C3AI will allow the Police Department to greatly increase efficiency by allowing improved data integration across pre-existing data sources. It will allow Police Department investigators to access already available sources of data in one place, increasing both efficiency and effectiveness.

This technology will abide by all existing and standard policies and regulations for data security, integrity, and confidentiality. This technology platform has been purchased and is in the process of implementation throughout San Mateo County, and it likely will expand throughout the Bay Area as a regional standard. As adoption of the platform increases, the benefit it offers investigators will correspondingly increase.

The cost of the purchase of the C3AI platform for the 3 years of the grant award is fully funded, and Daly City, as the lead agency for the grant, will expend the funds as the lead grant applicant on behalf of both San Mateo Police Department and San Bruno Police Department. Guidelines outlining the interconnection between the three agencies and C3AI are covered under the MOU.

#### Overtime Details

The grant provides funding for operational deployment of officers to combat ORT. These deployments are scheduled to consist of two separate 4-day details, every quarter, in partnership with local retailers and the police departments of Daly City and San Bruno. Through this partnership, the Police Department will hold accountable those committing crimes, serve as a deterrent, and raise awareness with retailers and the larger community on the negative impact of ORT.

The Police Department started staffing these details in December 2023, and these continuing details will have a net-zero budget impact as the costs will be fully offset by grant reimbursement.

#### Surveillance Trailers

The grant includes funding for the purchase of two surveillance camera trailers. These trailers are designed to be easily moved and deployed, are distinctly marked as police equipment to allow for optimal deterrence and are outfitted with multiple surveillance cameras that will aid with both deterrence and providing investigative leads in case of actual crime. These trailers will allow the Police Department to implement an adaptable crime-reducing tool, based on both data and community input, in a timely and responsive manner. Staff requests approval of this purchase pursuant to SMMC

3.60.070(h)(3), which allows the Council to use any purchasing process which is in the best interest of the City.

The Police Department researched the existing market for these types of trailers, and the company Mobile Pro Systems is uniquely positioned to offer the ideal piece of equipment to meet the Police Department's specific needs which include configurability to incorporate and align with San Mateo's current citywide camera and audio systems; the size of the device is the most compact of those evaluated which increases ease of deployment; and the battery mechanism is more efficient in that it utilizes solar power and can maintain a charge without relying on staff. Mobile Pro Systems is an established vendor in the law enforcement community, and staff has been pleased with their responsiveness and customer service. For these reasons, staff believes it to be in the best interest of the City to proceed with procurement from Mobile Pro Systems. The price for two trailers is quoted at \$114,700 and this purchase will have a net-zero budget impact as the cost will be fully offset by grant reimbursement.

**BUDGET IMPACT:**

The requested action includes an appropriation of \$1,533,802 to the Police Grant Fund (Fund 200) 2023-24 operating budget, which will be fully offset by grant reimbursement, resulting in no net financial impact. The grant has a three-year term which runs through FY2026-27. Any unspent grant funds will roll over from the current fiscal year to the next, until funds are fully expended.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Memorandum of Understanding

Att 3 – Amendment No. 1 to Agreement with Flock Group

Att 4 – Mobile Pro Systems Quote for Surveillance Trailers

**STAFF CONTACT**

Ed Barberini, Chief of Police  
ebarberini@cityofsanmateo.org  
(650) 522-7600

Matt Lethin, Captain  
mlethin@cityofsanmateo.org  
(650) 722-7663

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2024)**

**APPROVING THE ADDITION OF 1.00 FULL TIME EQUIVALENT (FTE) COMMUNITY SERVICE OFFICER POSITION FOR THE POLICE DEPARTMENT; AUTHORIZING USE OF AN ALTERNATIVE PURCHASING PROCEDURE FOR ISSUANCE OF A PURCHASE ORDER TO MOBILE PRO SYSTEMS FOR PURCHASE OF TWO SURVEILLANCE CAMERA TRAILERS (\$114,700); AND AMENDING THE FISCAL YEAR 2023-2024 BUDGET BY APPROVING AN APPROPRIATION IN THE AMOUNT OF \$1,533,802 TO THE POLICE GRANTS FUND FOR ACTIVITIES RELATED TO THE ORGANIZED RETAIL THEFT GRANT PROGRAM**

WHEREAS, the City of San Mateo has partnered with the Cities of Daly City and San Bruno to combat the problem of organized retail theft through a successful joint application for funding from the California Board of State and Community Corrections (BSCC); and

WHEREAS, Daly City has received the grant award and will take responsibility for administering the grant to the City of San Mateo as a sub-awardee, with San Mateo's share of the grant funds totaling \$1,533,802, to be expended over the course of a three-year grant term concluding in Fiscal Year 2027; and

WHEREAS, the grant will fund a variety of expenditures, including the salary and benefits for a Community Service Officer position dedicated to activities related to combating organized retail theft; and

WHEREAS, staff recommends the addition of 1.00 FTE Community Service Officer position for the three-year grant period, with no net financial impact as costs will be offset by grant reimbursement revenue; and

WHEREAS, the grant will fund the cost of two surveillance camera trailers to aid with deterrence of organized retail theft and provide investigative leads in case of actual crime, and through thorough research staff has identified a product from Mobile Pro Systems as the best to meet the Police Department's specific needs; and

WHEREAS, Municipal Code Section 3.60.070(h)(3) provides that the City may use purchasing procedures approved by the City Council if the Council makes a finding that the procedures are in the best interest of the City; and

WHEREAS, section 5.13 (a) of the City Charter requires Council approval by resolution for amendments to the City's budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY FINDS and RESOLVES that:

1. This action is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment (Public Resources Code Section 21065.)
2. The addition of 1.00 FTE Community Service Officers Position is authorized for the term of the grant.
3. Pursuant to Municipal Code Section 3.60.070(h)(3), the purchase of two surveillance camera trailers from Mobile Pro Systems is in the best interest of the City because the of the product configurability and

compatibility with existing City systems; the desirable compact size of the device; and the efficiency provided by the solar battery system.

4. The Chief of Police is authorized to issue a purchase order to Mobile Pro Systems in the amount of \$114,700 for the purchase of two surveillance trailers.
5. A budget appropriation for Fiscal Year 2023-2024 is approved in the amount of \$1,533,802 to the Police Grants Fund (Fund 200).



# **BSCC ORT Prevention Grant Program**

## **MEMORANDUM OF UNDERSTANDING**

### **1. MISSION:**

The City of Daly City and the Daly City Police Department (“Lead Agency”) is partnering with the City of San Bruno through the San Bruno Police Department and the City of San Mateo through the San Mateo Police Departments (“Partner Agencies”). Together, these agencies will launch a coordinated and strategic effort to address and prevent organized retail theft in the region. Community Service Officers, an Organized Retail Theft Task Force (ORTTF), Community Awareness Campaigns, and technologies such as Starchase, C3 investigative tools, and automatic license plate readers will enhance efforts to protect and serve. The initiative is to reduce organized retail theft in partnering jurisdictions, improving the safety and security of residents and retailers alike.

### **2. PARTIES:**

This Memorandum of Understanding (MOU) is being executed by the agencies listed below in connection with the operation of the BSCC Organized Retail Theft Prevention Grant Program (ORT Prevention Grant Program). The agencies listed below jointly and severally agree to abide by the terms and provisions of this MOU throughout the duration of this joint agreement.

#### **Daly City Police Department (Lead Agency)**

- Chief of Police or designee, 650-991-8119

#### **San Bruno Police Department (Partner Agency)**

- Chief of Police or designee, 650-616-7100

#### **San Mateo Police Department (Partner Agency)**

- Chief of Police or designee, 650-522-7700

### **3. TERM OF THIS AGREEMENT**

Start Date: October 1, 2023

End Date: June 1, 2027

Note: Project activity period ends December 31, 2026. The period of January 1, 2027, to June 1, 2027, is for completion of the Final Local Evaluation Report and financial audit only.

4. **MAXIMUM REIMBURSEMENT AMOUNT TO PARTNER AGENCIES DURING THE TERM OF THE MOU**

San Bruno Police Department: \$887,497  
San Mateo Police Department: \$1,533,802

Please refer to the Board of State and Community Corrections (BSCC) Grant Agreement Number BSCC 1150-23 Project Budget and Budget Narrative for details (Attachment #1).

5. **MATCH REQUIREMENT**

No match is required for the Organized Retail Theft Prevention Grant Program.

6. **BUDGET CONTINGENCY CLAUSE**

Partner Agencies agree to the Budget Contingency Clause stated on page 2 of 4 of Exhibit B: Budget Detail and Payment Provisions in the BSCC Grant Agreement #BSCC 1150-23 (Attachment #1).

7. **PURPOSE OF AGREEMENT:**

This Memorandum of Understanding (MOU) sets forth the responsibilities and commitments of the Parties in the ORT Prevention Grant Program, maximizes inter-agency cooperation, and formalizes relationships between the parties for policy guidance, planning, training, and public and media relations. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, or the officers, employees, agents, or other associated personnel thereof.

8. **AUTHORITY:**

Nothing in this MOU is intended to conflict with current law, regulation or policy. Further, nothing in this MOU is intended to restrict the authority of any party to act as provided by law or regulation, or to restrict any agency from enforcing any laws within its authority or jurisdiction. If any term of this Agreement is inconsistent with law, regulation, or other authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

9. **RESPONSIBILITIES:**

**A. SHARED RESPONSIBILITIES**

All participants of the ORT Prevention Grant Program acknowledge that this is a joint operation with all participating agencies acting for a common goal. Accordingly, the mission and objectives of the ORT Prevention Grant Program will be a shared responsibility of the participating agencies. Support the overall mission of the ORT Prevention Grant Program.

**B. LEAD AGENCY**

- The Daly City Police Department is the lead agency for the ORT Prevention Grant Program and agrees to overall management responsibilities for the task force, including but not limited to record keeping and daily responsibility for personnel work assignments and investigative matters.
- Although the Daly City Police Department is the Lead Agency, Partner Agencies will be asked for input; however, the Daly City Police Department has the final word on decision-making.

**10. DATA SHARING**

The Lead Agency will coordinate with the Partner Agencies to share data for the purposes of measuring and reporting the success of the items funded by the grant, supporting investigations related to the grant, and supporting the needs of the Organized Retail Theft Task Force (ORTTF).

- A. Data Evaluator:** The Lead Agency will work together with the partner agencies to select an evaluator to measure the progress and outcomes of the ORT Prevention Grant Program. The evaluator will work closely with the Lead Agency to collect data from all Partnering Agencies in this agreement to meet the needs identified by the Partnering Agencies, the BSCC, and the Evaluator.

The Data Evaluator will be responsible for the creation, analysis, and completion of the required Quarterly Progress Reports, Local Evaluation Plan, and Final Local Evaluation Report.

- B. Quarterly Progress Reports:** The grant requires quarterly progress reports, an initial Local Evaluation Plan, and a Final Local Evaluation Report. Time periods for each quarterly report and due dates for each item are listed below.

- **Initial Local Evaluation Plan Due: No later than April 1, 2024**
- **Final Local Evaluation Report Due: No later than June 1, 2027**

Quarterly Progress Report Periods & Due Dates		
Start Date	End Date	Due by Date
October 1, 2023	December 31, 2023	<b>February 15, 2024</b>
January 1, 2024	March 31, 2024	<b>May 15, 2024</b>

April 1, 2024	June 30, 2024	<b>August 15, 2024</b>
July 1, 2024	September 30, 2024	<b>November 15, 2024</b>
October 1, 2024	December 31, 2024	<b>February 15, 2025</b>
January 1, 2025	March 31, 2025	<b>May 14, 2025</b>
April 1, 2025	June 30, 2025	<b>August 15, 2025</b>
July 1, 2025	September 30, 2025	<b>November 15, 2025</b>
October 1, 2025	December 31, 2025	<b>February 15, 2026</b>
January 1, 2026	March 31, 2026	<b>May 15, 2026</b>
April 1, 2026	June 30, 2026	<b>August 15, 2026</b>
July 1, 2026	September 30, 2026	<b>November 15, 2026</b>
October 1, 2026	December 31, 2026	<b>February 15, 2027</b>

- C. Non-Disclosure Agreement: ORT Prevention Grant Program information and data may only be disseminated on a need-to-know basis and as expressly permitted by the ORT Grant Prevention Program, unless required by law. No ORT Prevention Grant Program information or data may be disseminated outside the ORT Prevention Grant Program without the express permission of the Lead Agency and Partner Agencies, unless required by law.
- D. Media: No member of the ORT Prevention Grant Program will unilaterally discuss or otherwise reveal information relating to the ORT Prevention Grant Program investigations, or other related investigations known to them, to any media representatives, unless required by law. All releases of information to the media will be mutually agreed upon by the Lead Agency and Partner Agencies, unless required by law.
- E. Information Security and Standards Compliance: Partner Agencies and the Lead Agency agree to enforce and maintain security for shared data in compliance with all applicable law(s). Partner Agencies and the Lead Agency shall store information, whether electronic or hardcopy, only in a manner that is compliant with all applicable physical security and cyber security requirements. Data shall be retained, purged, and destroyed in accordance with all applicable standards and in compliance with the law. Data exchange and user access shall be achieved using encryption, private networks, or other configurations that follow current best practices for information technology.

11. **ORGANIZED RETAIL THEFT TASK FORCE (ORTTF):**

The Daly City Police Department will coordinate with the San Bruno and San Mateo Police Departments. The ORTTF will rotate focus among partner jurisdictions on a non-predictable schedule based on data analysis and need. The ORTTF will be deployed quarterly, rotating among the three partner jurisdictions. The agency leading the ORTTF quarterly deployment will rotate each quarter.

**A. PERSONNEL:**

Each quarter, the agency leading the ORTTF deployment will assign one Lieutenant and one Sergeant from their respective agency. Additionally, eight officers will be assigned to the quarterly deployment. The breakdown of the eight assigned officers are as follows:

- 3 officers from the Daly City Police Department
- 2 officers from the San Bruno Police Department
- 3 officers from the San Mateo Police Department

- a. No Employment by ORTTF: The ORTTF does not directly or indirectly employ any personnel assigned to it. The ORTTF is established for the coordination of applicable investigations and does not establish employer-employee relationships with the personnel assigned to the ORTTF from the Parties.
- b. Responsibility for Conduct: Personnel assigned to the ORTTF may not engage in any activity which, either in appearance or in fact, conflicts with their duties at ORTTF or reasonably impeaches the independence of their work for ORTTF. In addition to the requirements set forth in this MOU, each Party shall ensure that their employee participants remain subject to and adhere to standards of conduct, personnel rules, regulations, laws, and policies applicable to those of their respective agency.
- c. Assignment to the ORTTF: Personnel selections for the ORTTF are at the discretion of the Parties. Personnel will be selected based on the needs of the ORTTF and the Parties.

**B. DEPLOYMENT:**

Every quarterly deployment will be consecutive or non-consecutive eight days/two-weeks in length at the discretion of the leading agency. The deployment schedule and leading agency assignments are as follows:

**FISCAL YEAR 2024**

<b>Fiscal Year 2024</b>	<b>Dec 2023</b>	<b>Mar 2024</b>	<b>June 2024</b>
<b>Leading Agency</b>	Daly City PD	San Bruno PD	San Mateo PD
<b>Total LTs</b>	1 Lieutenant	1 Lieutenant	1 Lieutenant
<b>Total Sgts</b>	1 Sergeant	1 Sergeant	1 Sergeant
<b>Total Officers</b>	8 Officers	8 Officers	8 Officers

**FISCAL YEAR 2025**

<b>Fiscal Year 2025</b>	<b>Sept 2024</b>	<b>Dec 2024</b>	<b>March 2025</b>	<b>June 2025</b>
<b>Leading Agency</b>	Daly City PD	San Bruno PD	San Mateo PD	Daly City PD
<b>Total LTs</b>	1 Lieutenant	1 Lieutenant	1 Lieutenant	1 Lieutenant
<b>Total Sgts</b>	1 Sergeant	1 Sergeant	1 Sergeant	1 Sergeant
<b>Total Officers</b>	8 Officers	8 Officers	8 Officers	8 Officers

**FISCAL YEAR 2026**

<b>Fiscal Year 2026</b>	<b>Sept 2025</b>	<b>Dec 2025</b>	<b>March 2026</b>	<b>June 2026</b>
<b>Leading Agency</b>	San Bruno PD	San Mateo PD	Daly City PD	San Bruno PD
<b>Total LTs</b>	1 Lieutenant	1 Lieutenant	1 Lieutenant	1 Lieutenant
<b>Total Sgts</b>	1 Sergeant	1 Sergeant	1 Sergeant	1 Sergeant
<b>Total Officers</b>	8 Officers	8 Officers	8 Officers	8 Officers

**FISCAL YEAR 2027**

<b>Fiscal Year 2027</b>	<b>Sept 2026</b>	<b>Dec 2026</b>
<b>Leading Agency</b>	San Mateo PD	Daly City PD
<b>Total LTs</b>	1 Lieutenant	1 Lieutenant
<b>Total Sgts</b>	1 Sergeant	1 Sergeant
<b>Total Officers</b>	8 Officers	8 Officers

**a. DOCUMENTATION**

**i. OPERATION PLAN:**

The leading agency shall formulate an Operations Plan for their ORTTF quarterly deployment. The Operations Plan should be submitted to all other partner agencies for review, at least one week prior to the execution of their operation.

**ii. AFTER ACTION REPORT:**

The leading agency shall generate an After-Action Report at the completion of their ORTTF quarterly deployment. The After-Action Report should be submitted to the Lead Agency no later than one week after the completion of their quarterly deployment.

**C. DISPUTE RESOLUTION:**

In cases of overlapping jurisdiction, the participating agencies agree to work in concert to achieve the ORT Prevention Grant Program's objectives. The parties agree to attempt to resolve any disputes regarding jurisdiction, case assignments, workload, etc., at the field level first before referring the matter to supervisory personnel for resolution.

**12. LIABILITY:**

The Parties understand and agree that, except as otherwise noted in this MOU or allowed by federal or state law (i.e. when acting on behalf of or at the direction of the ORT Prevention Grant Program in its official capacity), they will be responsible for their own liability and bear their own costs with regard to their property and resources or personnel expenses incurred by reason of death, injury or incidents giving rise to liability. Each Party is responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Parties and the results thereof.

**13. IMPLEMENTATION:**

The implementation of this agreement becomes effective upon signing by all parties. This MOU will remain in effect until action is initiated to dissolve the agreement as evidenced by written notice from an authorized representative or at the end of the term stated in this MOU. Any amendments to the MOU shall be in writing and executed in the same manner as the original MOU.

**14. EXPENSES AND REIMBURSEMENT:**

- A. Salaries and Compensation: Please refer to the BSCC Grant Administration Guide page 13 (Attachment #2).
- B. Unless otherwise agreed in writing, each party shall bear its own costs in relation to this MOU. Expenditures by each party will be subject to the BSCC Grant Agreement Number BSCC 1150-23 (Attachment #1).
- C. Overtime: Overtime may be compensated in pay only to the ORTTF members by their respective agencies in accordance with their applicable overtime provisions.
- D. Purchases and Contracts: Agencies must comply with applicable procurement laws and policies for their jurisdiction when contracting for goods or procuring services. Matters concerning violation of laws must be referred to the local, state, or federal authority having jurisdiction. For any purchase over \$3,500, preauthorization is required from BSCC. To submit a request to BSCC via Lead Agency for preauthorization, please follow the instructions in Attachment #3. If no preauthorization or approval by BSCC was obtained, funds may not be reimbursable. For contracts, please ensure that the required BSCC contract language is included. Please refer to the BSCC Grant Administration Guide contract requirements on page 40 (Attachment #2).
- E. Reimbursement of Funds: The reimbursement of funds to Partner Agencies is based on BSCC disbursement. Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The Lead Agency will issue the check to the Partner Agencies upon BSCC disbursement.
- F. Invoices: For reimbursement of funds to be conducted effectively and in a timely manner, the following quarterly invoicing periods have been formulated, including reimbursement request deadlines. All supporting documentation must accompany the invoice to the Lead Agency; including but not limited to invoices, contracts, timesheets, time and effort reports, overtime slips, MOUs, salary schedules, and action forms. After the Lead Agency receives invoices from the Partner Agencies, the Lead Agency will invoice BSCC for reimbursement.

Partner Agencies shall submit an invoice to the Lead Agency each invoicing period, even if grant funds are not expended or requested during the invoicing period.

All project expenses must be incurred by the end of the project activity period, December 31, 2026, and included on the final invoice due January 18, 2027. Project expenditures incurred after December 31, 2026, will not be reimbursed.



	<b>Quarterly Invoicing Periods:</b>	<b>Due to Daly City PD no later than:</b>
1	October 1, 2023 to December 31, 2023	January 18, 2024
2	January 1, 2024 to March 31, 2024	April 18, 2024
3	April 1, 2024 to June 30, 2024	July 18, 2024
4	July 1, 2024 to September 30, 2024	October 18, 2024
5	October 1, 2024 to December 31, 2024	January 18, 2025
6	January 1, 2025 to March 31, 2025	April 18, 2025
7	April 1, 2025 to June 30, 2025	July 18, 2025
8	July 1, 2025 to September 30, 2025	October 18, 2025
9	October 1, 2025 to December 31, 2025	January 18, 2026
10	January 1, 2026 to March 31, 2026	April 18, 2026
11	April 1, 2026 to June 30, 2026	July 18, 2026
12	July 1, 2026 to September 30, 2026	October 18, 2026
13	October 1, 2026 to December 31, 2026	January 18, 2027

**G. Budget Modifications:** All Modification Requests require prior approval from the designated BSCC Field Representative via the Lead Agency. If prior approval is not obtained, the grant reimbursement may be reduced by the amount of the unauthorized expenditure(s). Unauthorized expenditures may also result in audit issues. For more information, please refer to the BSCC Grant Administration Guide page 57 (Attachment #2).

#### **15. FINANCIAL AUDIT REPORT:**

Lead Agency with the assistance of the Partner Agencies is required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2023 - December 31, 2026). The audit report will be due no later than June 1, 2027. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county or city's project financial management functions.

In addition, the BSCC reserves the right to call for a program or financial audit at any time between the execution of the BSCC ORT Prevention Grant Program and three (3) years following the end of the grant period. The Department of General Services, the California State Auditor, the Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

#### **16. QUESTIONED OR DISALLOWED COSTS IDENTIFIED IN A FISCAL DESK REVIEW OR FINANCIAL AUDIT**

In the event costs by a Partner Agency are questioned or recommended for disallowance and funds are to be returned to BSCC, the Lead Agency will notify and invoice the Partner Agency. The Partner Agency must pay the invoice within 15 calendar days from the invoice date to allow Lead Agency time to return funds to BSCC. Please see page 68-69 of the BSCC Grant Administration Guide (Attachment #2).

17. **RECORDS**

All records relevant to the BSCC ORT Prevention Grant Program must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

18. **TERMINATION:**

The term of this MOU shall be for the duration of the ORT Prevention Grant Program's operations, contingent upon approval of necessary funding. Should a Party terminate its participation, it must return any equipment to the supplying agency. Similarly, as soon as practicable consistent with ongoing investigations, the non-terminating Parties will return to the terminating party any unexpended equipment the terminating party may have supplied during its ORT Prevention Grant Program participation.

19. **MODIFICATION OF THE MOU:**

This MOU may be amended by deletion or modification of any provision contained herein, or by adding new provisions after written concurrence of the Parties.

20. **OTHER PROVISIONS:**

Nothing in this MOU is intended to conflict with current law or regulation or the directives of the Parties. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

Partner Agencies must comply with the terms and conditions of the BSCC Grant Agreement Number BSCC 1150-23 (Attachment #1). Partner Agencies must comply with the terms and conditions of the current BSCC Grant Administration Guide (Attachment #2) and any revisions <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>.

21. **NO THIRD-PARTY RIGHTS:**

This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party (other than a Participating Agency of this ORT Prevention Grant Program entering a similar MOU) against the parties hereto, or the officers, employees, agents, or other associated personnel thereof.

22. **EFFECTIVE DATE AND ADDITIONAL PARTIES:**

The terms of this MOU will become effective on the date the last Party signs the MOU.

SO AGREED on behalf of the entities/organizations below:

\_\_\_\_\_  
Name  
Daly City Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
San Mateo Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
San Bruno Police Department

\_\_\_\_\_  
Date

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC 1150- 23**

PURCHASING AUTHORITY NUMBER (If Applicable)

**1. This Agreement is entered into between the Contracting Agency and the Contractor named below:**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**Daly City Police Department****2. The term of this Agreement is:**

START DATE

**OCTOBER 1, 2023**

THROUGH END DATE

**JUNE 1, 2027****3. The maximum amount of this Agreement is:****\$8,033,830.00****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	Organized Retail Theft Prevention Grant Program Request for Proposals	*
Attachment 2	Organized Retail Theft Prevention Grant Program Grant Proposal	45
Appendix A	Organized Retail Theft Grant Program Scoring Panel Roster	1
Appendix B	Grantee Assurance for Non-Governmental Organizations	2

\* This item is hereby incorporated by reference and can be viewed at: <https://www.bscc.ca.gov/organized-retail-theft-grant-program/>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**Daly City Police Department**

CONTRACTOR BUSINESS ADDRESS

333 90<sup>th</sup> Street

CITY

Daly City

STATE

CA

ZIP

94015

PRINTED NAME OF PERSON SIGNING

Cameron Christensen

TITLE

Chief of Police

CONTRACTOR AUTHORIZED SIGNATURE



Cameron Christensen (Sep 20, 2023 12:39 PDT)

DATE SIGNED

Sep 20, 2023

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

COLLEEN CURTIN

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – Organized Retail Theft Grant Program

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and Daly City Police Department (hereafter referred to as the Grantee).

### 2. PROJECT SUMMARY AND ADMINISTRATION

- A. The Organized Retail Theft Grant Program was established in Senate Bill 154 (SB 154) (Chapter 43, Statutes of 2022). Organized Retail Theft Grant Program funds shall be used to support local law enforcement agencies in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft.
- B. Grantee agrees to administer the project in accordance with Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, which is attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name: Cameron Christensen

Title: Chief of Police

Address: 333 90<sup>th</sup> Street, Daly City CA 94015

Phone: 650-991-8188

Email: cchristensen@dalycity.org

**Designated Financial Officer** authorized to receive warrants:

Name: Judy Huey

Title: Police Management Analyst

Address: 333 90<sup>th</sup> Street, Daly City CA 94015

Phone: 650-746-8373

Email: jhuey@dalycity.org

**Project Director** authorized to administer the project:

Name: Ignacio Reyes

Title: Police Lieutenant

Address: 333 90<sup>th</sup> Street, Daly City CA 94015

Phone: 650-483-9509

Email: ireyes@dalycity.org

- C. Either party may change its project representatives upon written notice to the other party.

## **EXHIBIT A: SCOPE OF WORK**

D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

### **4. DATA COLLECTION**

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal.

### **5. REPORTING REQUIREMENTS**

A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

#### **Quarterly Progress Report Periods**

1. October 1, 2023 to December 31, 2023
2. January 1, 2024 to March 31, 2024
3. April 1, 2024 to June 30, 2024
4. July 1, 2024 to September 30, 2024
5. October 1, 2024 to December 31, 2024
6. January 1, 2025 to March 31, 2025
7. April 1, 2025 to June 30, 2025
8. July 1, 2025 to September 30, 2025
9. October 1, 2025 to December 31, 2025
10. January 1, 2026 to March 31, 2026
11. April 1, 2026 to June 30, 2026
12. July 1, 2026 to September 30, 2026
13. October 1, 2026 to December 31, 2026

#### **Due no later than:**

February 15, 2024  
May 15, 2024  
August 15, 2024  
November 15, 2024  
February 15, 2025  
May 15, 2025  
August 15, 2025  
November 15, 2025  
February 15, 2026  
May 15, 2026  
August 15, 2026  
November 15, 2026  
February 15, 2027

#### **B. Evaluation Documents**

1. Local Evaluation Plan
2. Final Local Evaluation Report

#### **Due no later than:**

April 1, 2024  
June 1, 2027

#### **C. Other**

Financial Audit Report

#### **Due no later than:**

June 1, 2027

Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to a withholding of funds.

### **6. PROJECT RECORDS**

A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.

## **EXHIBIT A: SCOPE OF WORK**

- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

## **7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Organized Retail Theft Grant Program Scoring Panel from receiving funds awarded under the Organized Retail Theft Grant Program RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Organized Retail Theft Grant Program Scoring Panel roster (*Appendix A*) and ensuring that no grant dollars are passed through to any entity represented by the members of the Organized Retail Theft Grant Program Scoring Panel.
- B. In cases of an actual conflict of interest with a Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENT

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

**Quarterly Invoicing Periods:**

1. October 1, 2023 to December 31, 2023
2. January 1, 2024 to March 31, 2024
3. April 1, 2024 to June 30, 2024
4. July 1, 2024 to September 30, 2024
5. October 1, 2024 to December 31, 2024
6. January 1, 2025 to March 31, 2025
7. April 1, 2025 to June 30, 2025
8. July 1, 2025 to September 30, 2025
9. October 1, 2025 to December 31, 2025
10. January 1, 2026 to March 31, 2026
11. April 1, 2026 to June 30, 2026
12. July 1, 2026 to September 30, 2026
13. October 1, 2026 to December 31, 2026

**Due no later than:**

- February 15, 2024  
May 15, 2024  
August 15, 2024  
November 15, 2024  
February 15, 2025  
May 15, 2025  
August 15, 2025  
November 15, 2025  
February 15, 2026  
May 15, 2026  
August 15, 2026  
November 15, 2026  
February 15, 2027

**Final Invoicing Periods\*:**

14. January 1, 2027 to March 31, 2027
15. April 1, 2027 to June 1, 2027

**Due no later than:**

- May 15, 2027  
August 15, 2027

*\*Note: Project activity period ends December 31, 2026. The period of January 1, 2027, to June 1, 2027, is for completion of Final Local Evaluation Report and financial audit only.*

- B. All project expenses must be incurred by the end of the project activity period, December 31, 2026, and included on the final invoice due February 15, 2027. Project expenditures incurred after December 31, 2026 will not be reimbursed.
- C. The Final Local Evaluation Report is due to BSCC by June 1, 2027. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of January 1, 2027, to June 1, 2027, must be submitted during the Final Invoicing Periods, with the final invoice due on August 15, 2027. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The Financial Audit Report is due to BSCC by June 1, 2027. Expenditures incurred for the completion of the financial audit during the period of January 1, 2027, to June 1, 2027, must be submitted during the Final Invoicing Periods, with the final invoice due on August 15, 2027. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all



## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

### **2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement. In no event shall changes be authorized for the Administrative Salaries and Benefits line item that would result in that item exceeding ten percent (10%) of the grant award.

### **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through Organized Retail Theft funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Senate Bill 154 (Chapter 43, Statutes of 2022), also known as the California Budget Act of 2022. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Organized Retail Theft funding is reduced or falls below estimates contained within the Organized Retail Theft Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **4. PROJECT COSTS**

- A. The Grantee agrees to comply with the BSCC Grant Administration Guide requirements as posted on the BSCC website (currently the BSCC Grant Administration Guide July 2020) including any updated version that may be posted during term of the grant

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

agreement. BSCC will notify grantees whenever an updated version is posted. The BSCC Grant Administration Guide is available at:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)

- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
  - 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report; and
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

### **7. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS**

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

### 8. PROJECT BUDGET

BSCC Budget Line Item	A. Grant Funds
1. Salaries and Benefits	\$1,406,377
2. Services and Supplies	\$24,040
3. Professional Services or Public Agency Subcontracts	\$1,340,260
4. Non-Governmental Organization (NGO) Subcontracts	\$0
5. Data Collection and Evaluation	\$382,564
6. Equipment/Fixed Assets	\$1,724,789
7. Financial Audit (Up to \$25,000)	\$25,000
8. Other (Travel, Training, etc.)	\$3,130,800
9. Indirect Costs	\$0
<b>TOTALS</b>	<b>\$8,033,830</b>

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

- 1. APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
- 2. AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- 3. ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- 4. AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
- 5. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement. This obligation shall survive any termination of this agreement.
- 6. DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
- 7. TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

- 8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- 10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)
- Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
- 11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 (<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

**12. TIMELINESS:** Time is of the essence in this Agreement.

**13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

A. The Government Code Chapter on Antitrust claims contains the following definitions:

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
- 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

## **EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)**

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17.UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18.PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

### **19.SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20.LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

### **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds, and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### **2. GRANTEE ASSURANCES AND COMMITMENTS**

- A. Compliance with Laws and Regulations

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

- B. Fulfillment of Assurances and Declarations

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Organized Retail Theft Grant Program Request for Proposals (incorporated by reference) and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

- C. Permits and Licenses

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

### **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.



## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the ARG Rehabilitation of Existing Property or Building Project RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

### **1) Books and Records**

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

### **2) Access to Books and Records**

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

## **4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant of the project.

## **5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

### **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix E of the original Proposal Package).

### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: Organized Retail Theft Grant Program Request for Proposals and Attachment 2: Organized Retail Theft Grant Program Grant Proposal. Changes shall not be implemented by the project until authorized by the BSCC.

### **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Organized Retail Theft Grant Program Request for Proposals and Attachment 2: Organized Retail Theft Grant Program Grant Proposal, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### **10. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

### **11. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

Title	<b>Daly City Police Department</b> by <b>Ignacio Reyes</b> in <b>Organized Retail Theft Prevention Grant Program</b> ireyes@dalycity.org	07/06/2023 id. 41327693
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<b>Original Submission</b>	07/06/2023
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The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION	This section requests information about the applicant's name, location, mailing address, and tax identification number.
Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)	<b>Daly City Police Department</b>
Multi-Agency Partnerships Information (if applicable)	<b>Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.</b>
Multi-Agency Partnerships	<b>Yes: This is a Multi-Agency Partnership Application</b>

Identification of Multi-Agency Partners

**San Bruno Police Department**  
**San Mateo Police Department**

Lead Public Agency Information

**All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency

**Daly City Police Department**

Applicant's Physical Address

**333 90th Street  
Daly City  
CA  
94015  
US**

Applicant's Mailing Address (if different than the physical address)

n/a

Mailing Address for Payment

**333 90th St.  
Daly City  
CA  
94015  
US**

Tax Identification Number

**94-6000318**

SECTION II - CONTACT INFORMATION

**This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director

**Ignacio Reyes**

Project Director's Title with Agency/Department/Organization

**Lieutenant #107**

Project Director's Physical Address

**333 90th Street  
Daly City  
CA  
94015  
US**

Project Director's Email Address	<b>ireyes@dalycity.org</b>
Project Director's Phone Number	<b>+16509918274</b>
Financial Officer	<b>Judy Huey</b>
Financial Officer's Title with Agency/Department/Organization	<b>Police Management Analyst</b>
Financial Officer's Physical Address	<b>333 90th Street Daly City CA 94015 US</b>
Financial Officer's Email Address	<b>jhuey@dalycity.org</b>
Financial Officer's Phone Number	<b>+16507468373</b>
Day-To-Day Program Contact	<b>Ignacio Reyes</b>
Day-To-Day Program Contact's Title	<b>Support Services Bureau</b>
Day-To-Day Program Contact's Physical Address	<b>333 90th Street Daly City CA 94015 US</b>
Day-To-Day Program Contact's Email Address	<b>ireyes@dalycity.org</b>
Day-To-Day Program Contact's Phone Number	<b>+16504839509</b>
Day-To-Day Fiscal Contact	<b>Judy Huey</b>
Day-To-Day Fiscal Contact's Title	<b>Police Management Analyst</b>

Day-To-Day Fiscal Contact's Physical Address	<b>333 90th Street Daly City CA 94015 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>jhuey@dalycity.org</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+16507468373</b>
Name of Authorized Officer	<b>Cameron Christensen</b>
Authorized Officer's Title	<b>Acting Chief of Police</b>
Authorized Officer's Physical Address	<b>333 90th Street Daly City CA 94015 US</b>
Authorized Officer's Email Address	<b>cchristensen@dalycity.org</b>
Authorized Officer's Phone Number	<b>+16509918115</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORAMTION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Daly City, San Bruno, San Mateo Police Departments Coordinating to Address ORT, MVT, MVAT</b>
Proposal Summary	<b>Daly City Police Department is partnering with San Bruno and San Mateo Police Departments. Together, the partner agencies will launch a coordinated and strategic effort to address and prevent retail and vehicle/accessory theft in the region. Community Service Officers, an Organized Retail Theft Task Force, DCPD MVT/MVAT Operations, Community Awareness Campaigns, and technologies such as Starchase, C3 investigative tools, and Automatic License Plate Readers will enhance efforts to protect and serve. The initiative will reduce ORT, MVT, and MVAT in partnering jurisdictions, improving the safety and security of residents and retailers alike.</b>



PROGRAM PURPOSE AREAS	Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.
Program Purpose Areas (PPAs):	PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft
Funding Category Information	Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.
Funding Category	Medium Scope (Up to \$6,125,000)
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

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Project Need

Need to be Addressed / Process to Determine Need / Related to Intent of Grant Program: Daly City Police Department conducted a comprehensive Needs Assessment to gather documentation from numerous sources to support internal data that identified intensifying challenges related to Organized Retail Theft (ORT), Motor Vehicle Theft (MVT), and Motor Vehicle Accessory Theft (MVAT) in the jurisdiction. Data was gathered from the Daly City Police Department, local retailers (Macy's, Old Navy, Victoria's Secret, Dick's Sporting Goods, Westlake Shopping Center, and Serramonte Shopping Center. The Needs Assessment process connected the Daly City Police Department to the San Mateo and San Bruno Police Departments (also referred to as partner agencies) to review each respective jurisdiction's statistics. It was quickly determined that common challenges can best be addressed through partnership. Together, the three police departments are coordinating to jointly apply for CORTP Grant Program funds. The project design aligns directly with the funding intent to prevent, respond and investigate

## **ORT, MVT, and MVAT.**

**ORT continues to skyrocket, threatening employee and customer safety and causing retailers to report massive losses. Recently, over \$1 million was stolen in an organized retail smash-and-grab theft at Serramonte Shopping Center, resulting in a high-speed chase and crash and a lengthy investigation to apprehend additional suspects. Despite efforts, only \$120K of stolen merchandise was recovered. Recent headlines include: “3 suspects steal \$2k worth of fragrances from Daly City Macy’s: police” (December 22, 2022) and “Teen arrested on suspicion of stealing \$16,000 in merchandise from Target” (December 27, 2021).**

**In nearby San Francisco, rising ORT led to the closures of numerous retailers, pushing crime rings to neighboring cities. ORT has become so pervasive that retailers are now locking laundry detergent, shampoos, and even Windex behind plexiglass doors that require employee assistance to open.**

**Vehicle theft is also a growing challenge. Partner agencies regularly issue Public Service Announcements across social media outlets encouraging drivers to protect their vehicles from theft through various methods. Vehicles are regularly relieved of parts and accessories (catalytic converter, rims/wheels, and any handheld technology). Recent headlines include: “\$18K worth of goods stolen from Daly City auto repair shop, suspects at large” (May 11, 2023); and “Police Warn San Mateo Residents of Vehicle Theft; Man Charged” (March 9, 2023).**

**Service Gaps / Location / Accessibility: The County of San Mateo has approximately 729,000 individuals.**

**The partner agencies are in the Bay Area, on the Peninsula, between San Francisco County and Santa Clara County. As stated above, San Francisco has been experiencing high ORT, MVT, and MVAT and as their retail stores close, more crime is coming, or expected to come to the partner agency jurisdictions. The growing number of theft incidents make security positions difficult to fill and maintain, as the personal risk is simply deemed too great for compensation. The cities of Daly City, San Bruno, and San Mateo have the four largest shopping malls in San Mateo County, each with over 100 stores, businesses, and restaurants, creating ample opportunities for organized theft operations. There is a desperate need for public-facing substations with dedicated police presence in large retail centers.**

**Vehicle theft, and vehicle accessory theft, are challenges both for unattended personal vehicles parked in lots, on streets, and for vehicles and components stored at auto retailers. MVT and MVAT goods disappear quickly into recycling facilities to be broken down for the precious metals inside catalytic converters.**

**Across Daly City, San Bruno, and San Mateo jurisdictions, there is a**

need for fixed automated license plate readers (ALPRs) and vehicle-mounted camera systems to support the response to retail theft and motor vehicle/accessory theft. Community Service Officers can be crucial for ORT, MVT, and MVAT crime reporting and documentation; however, they are not consistently supported by existing budgets at this time. Focused on ORT, MVT, and MVAT, additional Community Service Officers – and the equipment necessary to support their efforts – are needed by the Daly City and San Mateo Police Departments. Data sharing is another critical gap, and a consistent data aggregation platform is needed to share data within Daly City, San Bruno, and San Mateo Police Departments and with neighboring agencies and counties to coordinate, investigate, and solve crimes faster.

One of the largest gaps in services at this time is appropriate staffing levels. The partner agencies desperately need funding to support overtime to enable targeted ORT, MVT, and MVAT prevention efforts and Community Service Officers assigned to Patrol to create capacity for documentation of ORT, MVT, and MVAT-related cases. At this time, when there is no known suspect or investigative leads, reports are submitted through an online system and rarely solved. Overburdened partners also lack the capacity to offer education and liaison functions for local retailers to promote best practices to identify, reduce, and report ORT crimes.

**Data Describing Theft:** Rising theft rates are plaguing retailers across Daly City, San Bruno, and San Mateo. In 2022, the local Macy's documented a loss of \$2 million, placing the Daly City location in their highest theft "Tier A" category (interview with Loss Prevention Manager). Dick's Sporting Goods in Daly City has experienced a 290% increase in theft since 2020. Daly City and San Mateo's Home Depots have lost over \$19M to theft since 2020. Victoria's Secret in San Mateo documented a 400% increase in loss between 2020 and 2022. A retailer in San Bruno reported \$2.6M in loss in 2023, a 52% increase since 2019. San Mateo's Sephora has lost 1.4M this year so far, which is a 121% increase since 2021. Overall, there have been 16,703 documented theft cases in the partner agency jurisdictions since 2018, with over \$40M of stolen merchandise (based on available retailer data). Based on all collected data from retailers in the partner agency jurisdictions, there was a 34% increase in loss in 2022 when compared to 2021. Retailer Letters of Commitment appended.

Vehicle theft is also increasing exponentially, with 4,866 MVT-reported cases and 1,525 documented cases of MVAT since 2018 for all partners. Despite etching technology to facilitate component identification and a "bait car" to address these issues, residents frequently find their vehicles relieved of parts and accessories.

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## Project Description

### 1. Addressing Needs

**Activities / Services / Interventions, length and duration:**

**\*\*Together, the Daly City, San Bruno, and San Mateo Police Departments (partner agencies) will launch a coordinated and strategic effort to address and prevent retail and vehicle/accessory**

theft in the community. Key activities will include:

**\*\*Organized Retail Theft Task Force (ORTTF) Days:** Held over eight days each quarter, from December 2023 through December 2026, grant funds will support overtime expenses for a Lieutenant, a Sergeant, and Officers to conduct Zero Theft Tolerance days across the partnering agencies jurisdictions. The ORTTF deployments will rotate among various retail locations, within partner agency jurisdictions.

**\*\*Daly City PD MVT/MVAT Operations:** Once per quarter, Daly City PD would deploy their existing bait car, outfitted with tracking devices on key accessories, throughout hotspot locations within the city in an attempt to combat MVT and MVAT. Tracking devices allow officers to safely track and apprehend suspects after committing an MVT or MVAT. Up to ten additional catalytic converters will be purchased to be used in the bait car in the event they're damaged beyond repair for use in future operations.

**\*\*Community Service Officers:** An additional CSO will be added to the San Mateo and Daly City Police Departments from January 2024 through December 2026. Fully equipped electric vehicles will be purchased for Daly City and San Mateo's CSOs, supporting prevention (through retailer training), documentation, and investigation of ORT, MVT, and MVAT-related cases.

**\*\*Community Awareness:** Advertising campaigns, including mailers, will be conducted twice a year from December 2023 through December 2026 to ensure the community is aware that the partnering agencies are cracking down on retail and vehicle/accessory theft and to better arm citizens against becoming victims. A message board trailer with ALPR cameras will also be purchased, enabling prevention warnings in hotspots, serving as a visible deterrent, and collecting ORT, MVT, and MVAT data.

**\*\*Investigative Tools:** The partnering agencies will purchase and utilize a new data aggregation tool to enhance investigations and reporting (C3.ai Law Enforcement Application) hosted by Amazon Web Services. This tool allows agencies to share data amongst each other in the county, enhancing and accelerating investigations faster than ever before since all data will be combined into one central location. Using this tool, law enforcement personnel would be better equipped to prevent (through advanced analytics and reporting) and investigate (through data sharing and timesaving) ORT, MVT, and MVAT, enhancing our communities' safety and security. Grant funds will support the development, onboarding, and enhancements of this technology from January 2024 through December 2026.

**\*\*Automatic License Plate Readers:** New ALPR cameras will be fixed throughout the partner agencies' jurisdictions to assist with preventing and investigating crimes related to ORT criminal networks, MVT, and MVAT.

**\*\*Surveillance Pole Camera Trailers:** To be deployed to hot-spot locations for ORT, MVT, and MVAT, serving as a visual deterrent and collecting evidence when crimes occur. They will benefit the community long beyond the funding period.

**\*\*Starchase:** Starchase systems will be purchased and utilized to locate and apprehend fleeing motor vehicles. The discharged projectile will broadcast relevant GPS information of a fleeing suspect

vehicle without having to engage in a pursuit that puts public safety at risk. This will serve as an investigative tool so police can follow up and hold ORT, MVT, and MVAT suspects accountable while minimizing risk to the community.

**\*\*Substation at Hillsdale Mall:** A public-facing substation will be established at Hillsdale Mall, allowing officers and/or a CSO to be onsite, facilitating walk-ins for advice, counter reports, and fast response when crimes occur. Grant funds will cover upgrading the internet connection from the Substation to the San Mateo Police Department. Also, minor upgrades to paint, flooring, and office furniture to support this important service. This resource will benefit the community beyond the funding period.

**Target Area / Population:**

Grant funds will serve Daly City, San Bruno, and San Mateo Police Departments, home to approximately 247,000 residents. All three Police Departments are partnering on this initiative to address shared challenges related to ORT, MVT, and MVAT. As described, the formal Needs Assessment process connected the Daly City Police Department to San Mateo and San Bruno Police Departments to review their respective jurisdiction's statistics and common challenges promoted partnership. Together, the three police departments protecting and serving their respective city jurisdictions are coordinating to jointly apply for California Organized Retail Theft Prevention Grant Program funds. Rising rates of ORT, MVT, and MVAT are detracting from the safety and overall quality of life in Daly City, San Bruno, and San Mateo as organized theft circuits expand beyond the City and County of San Francisco to our neighboring county. Efforts must be strategically coordinated.

**Addressing Project Need and Intent of Grant Program:**

The following grant-funded activities will directly impact rising ORT, MVT, and MVAT rates:

**\*\* Organized Retail Theft Task Force**

**\*\*Community Service Officers**

**\*\*Substation at Hillsdale Mall**

**\*\*Community Awareness**

**\*\*Investigative Tools**

**\*\*Automatic License Plate Readers**

**\*\*Surveillance Pole Camera Trailers**

**\*\*Starchase**

**\*\*Daly City PD MVT/MVAT Operations**

(Please cross-reference the detailed descriptions above due to space constraints.)

**Coordination and Collaboration:**

As described, Daly City PD is the lead applicant, in coordination with San Mateo PD and San Bruno PD. C3 technology purchased with grant funds will enhance and expand partnership capabilities, facilitating data sharing and real-time communication to identify suspects across jurisdictions and prevent further crime. Signed Letters of Commitment have been secured from San Mateo Police

Department and San Bruno Police Department. A joint Letter of Impact with retailers and the District Attorney's Office is also appended.

## **2. Goals, Objectives, and Impact:**

The overall goal of this initiative is to reduce the occurrences of ORT, MVT, and MVAT in the partner agencies jurisdictions.

**Objective 1:** Reported losses from retail theft will reduce when comparing 2022-2023 data to 2025-2026 data for major retailers in Daly City, San Bruno, and San Mateo.

**\*This relates directly to the need to reduce retail theft in the region.**

**Objective 2:** Vehicle theft and vehicle accessory theft rates will reduce when comparing 2022-2023 data to 2025-2026 data for Daly City, San Bruno, and San Mateo.

**\*This relates directly to the need to reduce vehicle/vehicle accessory rates in the region.**

**Work Plan:** The completed Project Work Plan is included as Appendix B and identifies top goals and objectives, as well as related activities, measures, and timelines.

## **3. Rationale:**

Daly City PD and partners San Mateo PD and San Bruno PD will leverage evidence-based strategies to address rising retail and vehicle/accessory theft rates.

**Data Collection:** Overtime hours and increased staffing, vehicle cameras, automatic license plate readers, and C3 investigative tools will allow the partnering PDs to compile incident-based crime data, as recommended in the Evidence-Based Policing in 45 Small Bytes released by OJP in May 2020. Details crucial for spotting patterns and choosing the best responses are easy to identify in incident-based formats but get lost in aggregate form.

**Organized Retail Theft Task Force:** Portland Police Department (Oregon) conducted similar activities in early 2023 and reported tremendous success. Their goal was to curb shoplifting and car thefts. Their February 2023 effort led to 40 arrests and 60 warrants serviced, 32 felony charges, 28 misdemeanor charges, and over \$2,000 of stolen merchandise recovered. The December 2022 effort resulted in 64 arrests, 70 warrants serviced, 10 recovered stolen vehicles, three firearms confiscated, and \$9,000 in stolen merchandise recovered. Portland Police report that their retail theft missions send a message that they are cracking down on all crime, from shoplifting to stealing cars.

## **4. Existing Policies to Govern Use of Surveillance Technology:**

All partnering Police Departments have policies and procedures in place to govern the use of any agency specific surveillance technology. All partnering Police Departments comply with applicable privacy laws and regulations and secure any data that is collected or

stored to protect individual privacies.

#### **5. Existing Policies to Limit Racial Bias:**

All partnering Police Departments maintain policies to ensure that policing is fair and objective. Training supports these policies, including Peace Officer Standards Training (POST)-approved training on the subject of bias-based policing. Officers are encouraged to familiarize themselves with and consider racial and cultural differences among members of the community and approved refresher courses are taken at least every five years. Policies support the commitment to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. All partnering Police Departments maintain the policy to provide law enforcement services and to enforce the law equally, fairly, objectively, and without discrimination toward any individual or group. Bias-based policing is strictly prohibited.

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Project  
Organizational  
Capacity and  
Coordination

#### **1. Applicant's Ability to Administer the Project:**

Lead Applicant Daly City PD is led by one Chief and two supporting Captains, heading the Field Operations Bureau and the Support Services Bureau. Both Bureaus have Administration Services Divisions staffed with the personnel necessary to lead multi-faceted grant initiatives. All grant funding will be kept in a separate account, and double confirmation will be required prior to fund release, ensuring alignment with the stated grant intent. Daly City PD works closely with San Mateo PD and San Bruno PD and will ensure formal monthly communication to coordinate activities and oversee budgetary matters effectively. Daly City PD is experienced in leading efforts to enhance the safety and security of the community and has led and managed multiple Office of Traffic Safety grants to support DUI checkpoints.

#### **Staffing Required / Qualifications:**

Two full-time CSOs will be hired to support project activities (one at San Mateo and one at Daly City). All CSOs will meet the required qualifications to serve as Community Service Officers and handle ORT, MVT, and MVAT-related cases.

A part-time Management Analyst (referred to as Grant Administrator hereinafter) will be hired to manage and oversee grant activities and will be employed by the lead applicant Daly City PD. The part-time Grant Administrator will have experience managing grants.

#### **Existing Staff Resources:**

Daly City PD and San Mateo PD will dedicate ten hours each month from an existing Administrative Assistant to data compilation through C3. Existing payroll services will also be dedicated to the initiative, ensuring all project-funded staff are compensated.

Project funding will cover overtime expenses for teams of Sworn Officers to form an Organized Retail Theft Task Force to stop retail



theft. The Daly City MVT/MVAT Operations and deployments will also be supported by overtime each quarter. Teams will be comprised of a Lieutenant, a Sergeant, and Officers who will be recruited for these overtime opportunities from existing Sworn Officers.

**Project Management and Oversight:**

The project will be led by Project Director Ignacio Reyes, Lieutenant of the Daly City Police Department. Lieutenant Reyes is a practiced leader with the skills and qualifications necessary to lead project implementation successfully. He is the best possible candidate for this position.

Project Director Reyes will be supported by the part-time Grant Administrator.

**2. Partners:**

Daly City PD will coordinate with San Mateo PD and San Bruno PD. The ORTTF will rotate focus among partner jurisdictions on a non-predictable schedule based on data analysis and need. All three PDs have included budgetary items needed to support enhanced efforts focused on ORT, MVT, and MVAT. Activities will be undertaken in coordination and further supported by the C3 technology that will allow all partners to quickly and efficiently share data to identify actionable trends. Formal monthly communication will take place throughout the project to facilitate the coordination of activities; however, C3 technology will ensure real-time coordination related to crime-stopping, prevention, and investigation. San Mateo PD will hire one CSO to support project activities. San Bruno PD has the staffing in place and will focus grant funds on needed equipment. All partners will support extensive OT costs with grant funds. Letters of Commitment are attached.

**3. Timeline for MOUs:**

Letters of Commitment have been secured. MOUs can be drafted and signed immediately upon notification of award. Daly City PD, San Mateo PD, and San Bruno PD will be ready to “hit the ground running” within four weeks of award notification.

**4. Management Structure:**

Daly City PD is the Lead Applicant. Partners will be asked for input; however, Daly City PD has the final word on decision-making.

**5. Sustainability:**

Equipment, technology, and supplies are one-time purchases that will continue to positively impact the partner agencies’ jurisdictions beyond the funding period. Partnering police departments are prepared to absorb the subscription expenses and upkeep necessary to continue efforts beyond the funding period. Enhanced coordination and sharing of resources will allow project efforts to continue.

An External Evaluator will be secured, and initial efforts are underway to determine which local firm will best fit project needs. Daly City PD has reached out to two local colleges offering evaluation opportunities. The External Evaluator will collect baseline data at the start and monitor relevant data sets throughout the project period. Reports will be generated quarterly to showcase qualitative and quantitative data capturing movement toward goals and objectives.

## **2. Process Measures and Outcome Measures:**

Quarterly Organized Retail Theft Task Force efforts begin Month 1.

Quarterly Daly City PD MVT/MVAT Operations efforts begin Month 1.

CSOs recruited, hired, and in training by Month 4.

Equipment and technology purchased and deployed by Month 4.

Number of retail theft arrests reviewed monthly.

Retail theft losses quantified quarterly by local retailers.

Value of merchandise recovered reviewed monthly.

Number of MVT and MVAT reports reviewed monthly.

Number of recovered vehicles and accessories reviewed monthly.

Frequency of useful evidence or leads obtained from ALPR, Dash

Cameras, Tracking Devices, Starchase equipment reviewed monthly.

## **3. Monitoring:**

The External Evaluator will generate reports quarterly showcasing qualitative and quantitative data that illustrate progress and challenges related to the goal and objective attainment. All three Police Departments will meet to review this data and decide what strategies to pursue if goals and objectives are not on track.

## **4. Collecting Data:**

Baseline data will be utilized from 2022-2023 records. The new enhancements to the C3 system will allow all partners to display relevant data from the shared system, facilitating efforts to track trends and identify actionable patterns. Partners have already agreed to share data in the Letters of Commitment and will include this phrasing in MOUs as well. Data will be collected from receipts, training attendance logs, OT records, number of arrests/citations/vehicles recovered, the value of merchandise recovered, data from local retailers, data from officer reports, and a variety of other sources.

## **5. Research Design / Methodology:**

Process and Outcome evaluation efforts will be conducted, utilizing a continuous improvement performance feedback loop to drive data-driven decision-making that ensures goals and objectives are met on time and within budget. Data reports will be formally reviewed quarterly to inform any needed adjustments to achieve success. Project data will include qualitative and quantitative data sets, monitored by the External Evaluator, and will determine both how the project is progressing and what the project is achieving.

## Budget Instructions

**Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

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## Budget Attachment

[Budget\\_07-06-2023.xlsx](#)

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## SECTION V - ATTACHMENTS

**This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional**

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## Project Work Plan (Appendix B)

[Project\\_Work\\_Plan.docx](#)

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## Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix\\_D\\_-\\_Grantee\\_Assurance\\_for\\_Non-Governmental\\_Organizations.pdf](#)

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## Local Impact Letter(s) (Appendix E)

[Letter\\_of\\_Agreement\\_-\\_Local\\_Impact.pdf](#)

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## Letter(s) of Commitment, (Appendix F)

[Letter\\_of\\_Commitment\\_-\\_San\\_Mateo.pdf](#)

[Letter\\_of\\_Commitment\\_-\\_San\\_Bruno.pdf](#)

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## Policies Limiting Racial Bias

[SMPD\\_Bias-Based\\_Policing.pdf](#)

[SBPD\\_-\\_Bias-Based\\_Policing.pdf](#)

[DCPD\\_Bias-Based\\_Policing.pdf](#)

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## Policies on Surveillance Technology

[DCPD\\_Automated\\_License\\_Plate\\_Readers.pdf](#)

[DCPD\\_DRAFT\\_GPS\\_Policy.pdf](#)

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[DCPD\\_DRAFT\\_StarChase\\_Pursuit\\_Management\\_System\\_Procedure.pdf](#)  
[SBPD\\_-\\_StarChase\\_Pursuit\\_Management\\_System\\_Procedure.pdf](#)  
[SBPD\\_Automated\\_License\\_Plate\\_Readers.pdf](#)  
[SMPD\\_Policy\\_ALPRs.pdf](#)  
[SMPD\\_Policy.\\_Public\\_Safety\\_Video\\_Surveillance\\_System.pdf](#)  
[SMPD.StarChase\\_Pursuit\\_Management\\_System\\_Procedure.pdf](#)

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Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)

[FINAL\\_Certification-of-Compliance-with-BSCC-Policies-on-Debarment\\_-Fraud\\_-Theft\\_-and-Embezzlement-ORT\\_002.docx](#)

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OPTIONAL:	n/a
Governing Board Resolution (Appendix H)	

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OPTIONAL:	n/a
Bibliography	

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CONFIDENTIALITY NOTICE:	<b>All documents submitted as a part of the Organized Retail Theft Prevention Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)</b>
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## Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project's top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

**Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.**

(1) Goal:	> Reduce occurrences of retail theft and vehicle/vehicle accessory theft in Daly City, San Bruno, and San Mateo
Objectives (A., B., etc.)	<p>&gt; A. Reported losses from retail theft will reduce when comparing 2022-2023 data to 2025-2026 data for major retailers in Daly City, San Bruno, and San Mateo police departments' jurisdictions.</p> <p>&gt; B. Vehicle theft and vehicle accessory theft rates will reduce when comparing 2022-2023 data to 2025-2026 data for Daly City, San Bruno, and San Mateo police departments' jurisdictions.</p>
Process Measures and Outcome Measures:	<p>Equipment and technology purchased and deployed by Month 4.</p> <p>Quarterly Organized Retail Theft Task Force efforts beginning Month 1.</p> <p>Quarterly Daly City PD MVT/MVAT Operations efforts beginning Month 1.</p> <p>CSOs recruited and hired by Month 4.</p> <p>Number of retail theft arrests (reviewed monthly).</p> <p>Retail theft losses (reviewed quarterly with data collected internally by local retailers).</p> <p>Merchandise recovered (reviewed monthly).</p> <p>Motor Vehicle Theft reports (reviewed monthly).</p> <p>Motor Vehicle Accessory Theft reports (reviewed monthly).</p> <p>Recovered vehicles, recovered vehicle accessories (reviewed monthly),</p> <p>frequency of useful evidence or leads obtained from ALPR, Dash Cameras, Tracking Devices, Starchase equipment (reviewed monthly).</p>

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Organized Retail Theft Task Force efforts held quarterly, rotating among three partner jurisdictions.	> Daly City PD, San Mateo PD, San Bruno PD.	> 10/01/2023	> 12/31/2026
Additional CSOs in the communities will be equipped to carry out prevention and investigative efforts.	> Daly City PD, San Mateo PD	> 1/01/2024	> 12/31/2026
The C3 Law Enforcement investigative technology enables better coordination, investigations, and data review.	> Daly City PD, San Mateo PD, San Bruno PD.	> 01/01/2024	> 12/31/2026
Additional ALPR, Dash Cameras, Tracking Devices, and Starchase equipment utilized.	> Daly City PD, San Mateo PD, San Bruno PD.	> 01/01/2024	> 12/31/2026
The Daly City PD MVT/MVAT Operations involving DCPD existing bait car to be placed in high-theft areas and monitored with trackers/surveillance.	> Daly City PD	> 12/01/2023	> 12/31/2026
List data and sources to be used to measure outcomes: > Equipment and technology purchased and deployed by Month 8 ( <b>Receipts, Training Attendance Logs</b> ). Quarterly ORTTF efforts implemented beginning Month 1 ( <b>OT records, Number of Arrests, Number of Citations, Number of Vehicles Recovered, Value of Merchandise Recovered</b> ). CSOs recruited and hired by Month 4 ( <b>Timesheets</b> ). Number of retail theft arrests (reviewed monthly within <b>C3</b> ). Retail theft loses (reviewed quarterly with <b>data collected internally by local retailers</b> ). Merchandise recovered (reviewed monthly within <b>C3</b> ). Motor Vehicle Theft reports (reviewed monthly <b>within C3</b> ). Motor Vehicle Accessory Theft reports (reviewed monthly <b>within C3</b> ). Recovered vehicles, Recovered vehicle accessories (reviewed monthly <b>within C3</b> ), Frequency of useful evidence or leads obtained from ALPR, Tracking Devices, Starchase equipment (reviewed monthly <b>within C3 and qualitative officer reports</b> ).			

**Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative**

**Name of Applicant:** *Daly City Police Department*

**44-Month Budget: October 1, 2023 to June 1, 2027**

*Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)*

Budget Line Item	Total
1. Salaries & Benefits	\$1,406,377.00
2. Services and Supplies	\$24,040.00
3. Professional Services or Public Agencies	\$1,340,260.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$382,564.00
6. Equipment/Fixed Assets	\$1,724,789.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$3,130,800.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$8,033,830.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
1.0 FTE CSO - Daly City.	.5 FTE for FY 24, 1 FTE for FY 25, 1 FTE for FY 26, .5 FTE for FY 27	\$512,150.00
Overtime - Daly City (Organized Retail Theft Task Force)	FY 24: 1 Lieutenant @ \$174 x 80 hours, 1 Sergeant @ \$154 x 80 hours, 3 Officers @ \$122 x 240 hours=\$114,080 FY 25: 1 Lieutenant @ \$184 x 160 hours, 1 Sergeant @ \$162 x 160 hours, 3 Officers @ \$129 x 320 hours=\$179,200 FY 26: 1 Lieutenant @ \$190 x 80 hours, 1 Sergeant @ \$167 x 80 hours, 3 Officers @ \$133 x 320 hours=\$156,240 FY 27: 1 Lieutenant @ \$195 x 80 hours, 1 Sergeant @ \$172 x 80 hours, 3 Officers @ \$136 x 160 hours=\$94,640	\$544,160.00
Overtime - Daly City (MVT and MVAT Details)	FY 24: 1 Lieutenant @ \$174 x 30 hours, 1 Sergeant @ \$154 x 30 hours, 6 Officers @ \$122 x 30 hours=\$31,800 FY 25: 1 Lieutenant @ \$184 x 40 hours, 1 Sergeant @ \$162 x 40 hours, 6 Officers @ \$129 x 40 hours=\$44,800 FY 26: 1 Lieutenant @ \$190 x 40 hours, 1 Sergeant @ \$167 x 40 hours, 6 Officers @ \$133 x 40 hours=\$46,200 FY 27: 1 Lieutenant @ \$195 x 20 hours, 1 Sergeant @ \$172 x 20 hours, 6 Officers @ \$136 x 20 hours=\$23,660	\$146,460.00
Overtime - Daly City (Data Compilation)	FY 24: 1 Admin Assistant @ \$106 x 70 hours=\$7,420 FY 25: 1 Admin Assistant @ \$112 x 120 hours=\$13,440 FY 26: 1 Admin Assistant @ \$116 x 120 hours=\$13,920 FY 27: 1 Admin Assistant @ \$119 x 60 hours=\$7,140	\$41,920.00
Hourly Management Analyst - Daly City Grant Manager	\$49.02/hr in FY 24 x 480 hours, \$53.53/hr in FY 25 x 960 hours, \$58.46/hr in FY 26 x 960 hours, \$63.84/hr in FY 27 x 480 hours	\$161,687.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,406,377.00</b>

**1b. Salaries & Benefits Narrative:**

*Overtime will support expenses for a Lieutenant, Sergeant, and Officers to conduct an Organized Retail Theft Task Force as well as MVT/MVAT prevention and bait care efforts. Community Service Officers will support prevention (through training) and documentation/investigation of ORT, MVT, and MVAT. The Hourly Management Analyst will be our Grant Manager who will support project oversight and data collection efforts.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Catalytic Converters - Daly City	\$2,403.88/unit * 10 units	\$24,040.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

<b>TOTAL</b>		<b>\$24,040.00</b>
<b>2b. Services and Supplies Narrative:</b>		
Catalytic Converters will be placed in bait cars (we already have a bait car) and used in conjunction with the MVT and MVAT details to catch MVTs and MVATs in action.		
<b>3a. Professional Services</b>		
Description of Professional Service(s)	Calculation for Expenditure	Total
1.0 FTE CSO - San Mateo	1.0 FTE for three years	\$500,726.00
Overtime - San Mateo	FY 24: 1 Lieutenant @ \$202.21 x 80 hours, 1 Sergeant @ \$140.01 x 80 hours, 3 Officers @ \$110.40 x 240 hours = \$106,865.60 FY 25: 1 Lieutenant @ \$208.06 x 80 hours, 1 Sergeant @ \$144.20 x 80 hours, 3 Officers @ \$113.71 x 320 hours = \$137,342.40 FY 26: 1 Lieutenant @ \$214.30 x 80 hours, 1 Sergeant @ \$148.53 x 80 hours, 3 Officers @ \$117.12 x 320 hours = \$141,461.60 FY 27: 1 Lieutenant @ \$220.73 x 80 hours, 1 Sergeant @ \$152.99 x 80 hours, 3 Officers @ \$120.63 x 160 hours = \$87,800.00	\$473,470.00
Overtime - San Bruno	FY 24: 1 Lieutenant @ \$118.77 x 80 hours, 1 Sergeant @ \$142.98 x 80 hours, 2 Officers @ \$117.06 x 240 hours = \$77,128.80 FY 25: 1 Lieutenant @ \$122.34 x 80 hours, 1 Sergeant @ \$147.26 x 80 hours, 2 Officers @ \$120.57 x 320 hours = \$98,732.80 FY 26: 1 Lieutenant @ \$126.02 x 160 hours, 1 Sergeant @ \$151.67 x 160 hours, 2 Officers @ \$124.19 x 320 hours = \$123,912.00 FY 27: 1 Lieutenant @ \$129.84 x 0 hours, 1 Sergeant @ \$156.21 x 0 hours, 2 Officers @ \$127.92x 160 hours = \$40,934.40	\$340,708.00
Overtime - San Mateo (Data Compilation)	FY 24: 1 Admin Assistant @ \$65.61 x 70 hours=\$4,592.70 FY 25: 1 Admin Assistant @ \$67.58 x 120 hours=\$8,109.60 FY 26: 1 Admin Assistant @ \$69.60 x 120 hours=\$8,352.00 FY 27: 1 Admin Assistant @ \$71.69 x 60 hours=\$4,301.40	\$25,356.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,340,260.00</b>
<b>3b. Professional Services Narrative</b>		
Community Service Officer will support prevention (through training) and documentation/investigation of ORT, MVT, and MVAT. Overtime will support expenses for a Lieutenant, Sergeant, and Officers to conduct an Organized Retail Theft Task Force. The Hourly Admin Assistant will support projects and data collection and compilation efforts.		
<b>4a. Non-Governmental Organization (NGO) Subcontracts</b>		
Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>
<b>4b. Non-Governmental Organization (NGO) Subcontracts Narrative</b>		
Enter narrative here. You may expand cell height if needed.		
<b>5a. Data Collection and Evaluation</b>		
Description of Data Collection and Evaluation	Calculation for Expense	Total



External Evaluator will be contracted to conduct quarterly reviews and ensure project is on track, enabling data-drive decision-making.	Computed at \$127,521.33/year * 3 years. (\$127.52/hour * 1000 hours annually) This is equal to 5% of the grant request total.	\$382,564.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$382,564.00</b>
<b>5b. Data Collection and Evaluation Narrative</b>		
External evaluation will support the data-driven decision-making process, and ensure goals and objectives are met on time and within budget.		
<b>6a. Equipment/Fixed Assets</b>		
Description of Equipment/Fixed Assets	Calculation for Expense	Total
3SI Tracking Devices - Daly City	12 devices, equipment and service for three years	\$19,000.00
Automatic License Plate Readers.	42 ALPR for Daly City (\$476,500); 20 ALPR cameras for San Bruno (\$303,315), 15 ALPR cameras for San Mateo (\$144,750)	\$924,565.00
ALPR Trailer - Daly City	One Trailer (\$35,000), Outfitted (\$10,000)	\$45,000.00
Electric Vehicles - Daly City and San Mateo	Daly City: Ford Vehicles, 3 Mach E computed at \$70,443.36/vehicle * 3 vehicles; San Mateo: \$50,000 for vehicle	\$263,000.00
Vehicle Outfitting - Daly City and San Mateo	Vehicle Outfitting: Daly City Computers for 3 vehicles (\$14,250); General Outfitting for 3 vehicles (\$60,000); Mobile Vehicle Radios for 3 vehicles (\$5,000); San Mateo: Computer (\$5,000); General Outfitting (\$20,000); Mobile Vehicle Radio (\$2,000)	\$106,250.00
Starchase - Daly City, San Bruno, San Mateo	Daly City: 10 vehicle systems and one handheld launcher system (\$122,000); San Bruno: 8 vehicle systems (\$93,973.94); San Mateo: 4 vehicle systems (\$31,000)	\$246,974.00
Pole Trailers - San Mateo	Pole Trailers - San Mateo. 2 Surveillance Pole Camera Trailers \$55,000 each	\$110,000.00
Remodel of Substation - San Mateo	Remodel / Retrofit for substation at Hillsdale Mall to enable high-speed internet service	\$10,000.00
<b>TOTALS</b>		<b>\$1,724,789.00</b>
<b>6b. Equipment/Fixed Assets Narrative</b>		
<p>3SI Tracking Devices will prevent MVT and MVAT, being placed within bait car (we already have a bait car) catalytic converters.</p> <p>Automatic License Plate Readers will be fixed throughout the agencies jurisdiction strategically in high ORT, MVT and MVAT areas to assist with prevention and investigations of those types of crimes.</p> <p>ALPR Trailer to be placed in hotspot locations as a visual deterrent, capture data of ORT, MVT, and MVAT, and assist with awareness campaigns via the message board.</p> <p>Electric vehicles will be used for CSOs. These vehicles must be outfitted as CSO vehicles prior to deployment (Lights, computers, radios, dash cameras, etc.).</p> <p>Starchase systems will discharge a projectile that broadcasts relevant GPS information of a fleeing suspect vehicle without having to engage in a pursuit that puts public safety at risk.</p> <p>Pole Trailers serve as a visual deterrent and help collect evidence when crimes related ORT, MVT, and MVAT occur in hotspot locations.</p> <p>The substation at Hillsdale Mall will provide a forward-facing dedicated space for law enforcement presence, serving as a visual deterrent and allowing immediate response in the event of an incident.</p>		
<b>7a. Financial Audit</b>		
Description	Calculation for Expense	Total
Financial Audit	\$8,333.33 x 3 years	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>
<b>7b. Financial Audit) Narrative:</b>		
A financial audit is required for this grant opportunity.		

8a. Other (Travel, Training, etc.)		
Description	Calculation for Expense	Total
Mailing Campaign	2 per year Daly City at \$1,600/campaign (\$9,600); 2 per year at San Bruno at \$8,000 per campaign (\$48,000); 2 per year at San Mateo at \$10,000 per campaign (\$60,000)	\$117,600.00
Training - to take place in Sacramento	\$500/day * 3 days * 5 people	\$7,500.00
Amazon Web Services to host the C3 investigative tool - Daly City, San Mateo, San Bruno	Daly City (\$60,000); San Bruno (\$27,000); San Mateo (\$65,000)	\$152,000.00
C3 Investigative Tool	Daly City (\$841,000); San Mateo (\$991,000); San Bruno (\$686,000)	\$2,518,000.00
Axon Dash Cameras. 3 Fleet Vehicle Cameras - Daly City	\$350/month/vehicle * 3 vehicles * 34 months (2/24 - 12/26)	\$35,700.00
Data Integration Fee	\$100,000 each partner city x 3	\$300,000.00
<b>TOTAL</b>		<b>\$3,130,800.00</b>

8b. Other (Travel, Training, etc.) Narrative:
<p>The mailing campaigns will build community awareness that partners are cracking down on ORT, MVT, MVAT, and will better arm citizens against becoming victims.</p> <p>Training is required for this grant opportunity.</p> <p>Amazon Web Services will allow Partners to host the C3 investigative tool that will streamline data tracking amongst different jurisdictions, addressing ORT, MVT, and MVAT.</p> <p>The C3 investigative tool and the 3 additional source systems, 8 additional feature enhancements, and enhanced Ex-Machina reporting module will allow us to address rising rates of ORT, MVT, and MVAT, providing officers a powerful new tool to investigate and follow leads.</p> <p>Axon Dash Cameras will capture data in real-time related to ORT, MVT, and MVAT.</p> <p>Data Integration Fee: The complexity of integrating data sources may incur additional costs associated with the tool connecting with multiple APIs, databases, or third-party platforms. This line item will be needed for additional charges associated with accessing and consolidating data from each source into the C3 investigative tool.</p>

9a. Indirect Costs		
For this grant program, indirect costs may be charged using only <u>one</u> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <b>does not have</b> a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	\$0	
<p>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns <b>red</b>, please adjust it to not exceed the line-item noted.</p> <p style="text-align: right;"><b>TOTAL</b></p>	\$0	\$0

9b. Indirect Costs Narrative:
<p>Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.</p>



POLICE DEPARTMENT

CITY OF DALY CITY

333-90TH Street

DALY CITY, CA 94015-1895

PHONE: (650) 991-8119

ADDRESS ALL email; SICATIO:SS  
TO CHIEF OF POLICE

CHIEF OF POLICE

## Letter of Agreement / Local Impact

Daly City Police Department is applying for the Organized Retail Theft Prevention Grant Program.

Together, the Daly City, San Bruno, and San Mateo Police Departments (partner agencies) will launch a coordinated and strategic effort to address and prevent retail and vehicle/accessory theft in the community. Key activities will include:

- **Organized Retail Theft Task Force (ORTTF) Days:** Held over eight days each quarter, from December 2023 through December 2026, grant funds will support overtime expenses for a Lieutenant, a Sergeant, and Officers to conduct Zero Theft Tolerance days across the partnering agencies jurisdictions. The ORTTF deployments will rotate among various retail locations, within partner agency jurisdictions.
- **Daly City PD MVT/MV AT Operations:** Once per quarter, Daly City PD would deploy their existing bait car, outfitted with tracking devices on key accessories, throughout hotspot locations within the city in an attempt to combat MVT and MVAT. Tracking devices allow officers to safely track and apprehend suspects after committing an MVT or MVAT. Up to ten additional catalytic converters will be purchased to be used in the bait car in the event they're damaged beyond repair for use in future operations.
- **Community Service Officers:** An additional CSO will be added to the San Mateo Police Department and the Daly City Police Department from December 2023 through December 2026. Electric vehicles equipped with dash camera technologies will be purchased for Daly City and San Mateo's CSOs, enabling them to capture relevant crime data on-scene at retail locations.
- **Community Awareness:** An advertising campaign will be conducted from December 2023 through December 2026 to ensure the community is aware the partnering agencies are cracking down on retail and vehicle/accessory theft, and to better aim citizens against becoming victims. A message board trailer with ALPR cameras will also be purchased to share information about preventing vehicle and accessory theft.
- **Investigative Tools:** The partnering agencies will purchase and utilize a new data aggregation investigative tool (C3.ai Law Enforcement Application) hosted by Amazon Web Services. By leveraging data integration, analysis, collaboration, and data/intelligence sharing, law enforcement personnel would be better equipped to prevent and investigate Organized Retail Theft and motor vehicle theft/accessory theft, enhancing our communities' safety and security. Grant funds will support this technology from January 2024 through December 2026.
- **Automatic License Plate Readers:** New ALPR cameras will be fixed throughout the partnering agencies' jurisdictions to capture relevant data for investigations related to ORT criminal networks and stolen motor vehicles/accessory theft vehicles.

- **Surveillance Pole Camera Trailers:** To be deployed to hot-spot locations for ORT, motor vehicle/accessory theft serving as a visual deterrent and collecting evidence when crimes occur. They will benefit the community long beyond the funding period.
- **Starchase:** Starchase systems will be purchased and utilized to locate and apprehend fleeing motor vehicles. The discharged projectile will broadcast relevant GPS information of a fleeing suspect vehicle without having to engage in a pursuit that puts public safety at risk. This will serve as an investigative tool so police can follow up and hold ORT, MVT, and MVAT suspects accountable while minimizing risk to the community.
- **Substation at Hillsdale Mall:** A public-facing substation will be established at Hillsdale Mall, ensuring officers and/or a CSO will be onsite, facilitating walk-ins for advice, counter reports, and fast response when crimes occur. Grant funds will cover upgrading the internet connection from the Substation to the San Mateo Police Department. Also, minor upgrades to paint, flooring, and office furniture to support this important service. This resource will benefit the community beyond the funding period.

**How the Project Might Impact Retailers:** There will be increased law enforcement presence in retail spaces. Community Service Officers will be responding to ORT theft-related incidents and liaising with local retailers to ensure they are aware of best and emerging practices to identify, reduce, and report ORT crimes.

**How the Project Might Impact Local Governmental Agencies:** A crackdown on theft will increase the number of individuals arrested, served warrants, standing trial, and appearing before the San Mateo County District Attorney's Office.

**Working Together to Address Impacts for Retailers:** The benefits of the proposed activities outweigh the potential negatives. At this time, theft rates are so high in local stores that retailers report struggling to find staff willing to work. Collaboration enables crime prevention, enhances investigation capabilities, ensures swift response, facilitates intelligence sharing, promotes public safety, and fosters community trust. By joining forces, law enforcement and retailers can create a safer retail environment and mitigate the risks associated with criminal activities, benefiting both businesses and the communities they serve.

**Working Together to Address Impacts for Local Governmental Agencies:** An increase in arrests, warrants, and appearances will increase the workload for the San Mateo County District Attorney's Office; however, in the long run, these measures will ultimately reduce theft and crime in the community. This is a worthy endeavor.




POLICE DEPARTMENT  
**CITY OF DALY CITY**


333-90<sup>th</sup> Street  
DALY CITY, CA 94015-1895  
PHONE: (650) 991-8119

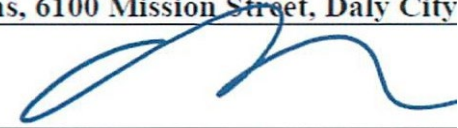
CHIEF OF POLICE


ADDRESS ALL COMMUNICATIONS  
TO CHIEF OF POLICE

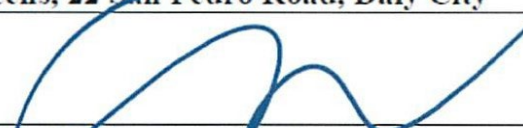
**Signature Page:**

<u>Daly City Police Department</u>	
	
Title: Acting Chief of Police	Date: 06/27/2023

<b>Victoria's Secret- Daly City</b>	
	
Title: yfana2er. Organized Retail Crime	Date: 06/29/2023

<b>Walgreens, 6100 Mission Street, Daly City</b>	
	
Title: District r..anager. Retail and Phamlacy 0 eration	Date: 6/28/23

<b>Walgreens, 216 Westlake Center, Daly City</b>	
	
Title: District r..anager. Retail and Pbannacy Operation	Date: 6/28/23

<b>Walgreens, 22 San Pedro Road, Daly City</b>	
	
Title: District Manager, Retail and Pharmacy Operation	Dare: 6/28/23

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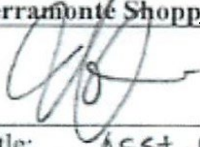
Title: } 5' - Protection Captain Date: 6/30/

Dick's. portin Good:- Onl C it.,\_l.



Title: Loss Prevention Manager Date: 6/28/2

Serramonte Shopping Center - Daly City



Title: Asst. Account Manager Date: 6/29/23

Victoria's Secret - D:tly City



Title: TAP Supervisor Date: 6/26/23

Tur ct erramonte Center - O.tl City

Daimir A. Davis

Title: Asset Protection Date: 06/20/2

Turact \.estloke Shopping Center - Daly Cin

PAUL OR RANDELL

Paul J. King Esq.

Title: ASSET PROTECTION TEAM LEAD Date: 06/30/2023

Old Navy - Daly City

Orlando Torres

Title: Estirn.il Investi \*ations Mana.er Date: 06/29/2023

San Malco County 0istrict Allorne'os Offire

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To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: June 28, 2023

This letter is being submitted to document that Serramonte Center agrees to the following in connection with the Organized Retail Theft Prevention Grant Program proposal being submitted by the Daly City Police Department.

As a part of this grant, Serramonte Center agrees to support project efforts by responding to requests from the Daly City Police Department to share theft statistics data, if any, that Serramonte Center may have available to provide with respect to the Serramonte Shopping Center, located at 3 Serramonte Center, Daly City, CA. 94015

Signed by,



John Colucci  
General Manager





June 29, 2023

Board of State and Community Corrections  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Re: The Organized Retail Theft  
Prevention Grant Program**

To Whom It May Concern:

This letter is being submitted to confirm that HSC Property Owners as the owners of Hillsdale Shopping Center, are aware of and hereby agree to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the San Mateo Police Department.

As a part of this grant HSC Property Owners, through its ownership and management of Hillsdale Shopping Center, agrees to partner with the San **Mateo** Police Department in working to reduce organized retail theft. Through partnership with management on Community Policing through Environmental Design best practices, engagement and information sharing with Malt Security, and coordination with individual mall tenants and retailers, HSC Property Owners eagerly welcomes the chance to Join with the San Mateo Police Department in improving public Safety in this area.

Respectfully,

A handwritten signature in black ink, appearing to read "Larry L. Ch".

Larry L. Ch  
Senior Vice President/ General Manager  
**Hillsdale** Shopping Center



151 E. 3<sup>rd</sup> Avenue San Mateo, CA 94401

June 29, 2023

Daly City Police Department  
333 90<sup>th</sup> st.  
Daly City, CA 94015

**Subject: Partnership Request to Combat Organized Retail Crime (ORC)**

Dear Daly City Police Department,

I am writing on behalf of Walgreens to express our commitment to supporting local law enforcement departments in their efforts to combat Organized Retail Crime (ORC) in Daly City, CA. We recognize the importance of collaboration between law enforcement agencies and retailers like us to address this growing challenge effectively.

At Walgreens, we take ORC seriously, and we are actively working to mitigate its impact on our operations and the safety of our team members, patients and customers. We understand the crucial role law enforcement plays in investigating and apprehending those responsible for these criminal activities. In line with our commitment, we would like to extend our support to your department by assisting in obtaining grants dedicated to fighting ORC.

Our data reveals that Walgreens loses 12% of profits due to product shrink across our 539 stores in California. The retail value of our total annual losses in California is higher than any other state in the country with CA stores losing 2.6 times more than the average store in the chain. Our rate of internally reported incidents of criminal activity in CA is 2.4 times more than our national per store average. This significant financial burden not only affects our profitability but more importantly, negatively impacts our team members' safety, job satisfaction, and overall customer/patient experience. This grant funding will increase Daly City Police Department's resources which will reduce retail losses and create a safer environment for our team members, patients and customers.

It is crucial that we address this issue collectively, pooling our resources, expertise, and strategies. By joining forces, we can develop proactive measures to prevent ORC, identify and apprehend offenders, and create a deterrent effect that will ultimately protect our businesses and communities we serve. We firmly believe that grant funding and a strong partnership between Walgreens and The Daly City Police Department will be instrumental in achieving this shared goal.

Thank You,

Jose Barreto  
Major Crimes Investigations Manager  
Walgreen Co.



To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: June 28, 2023

This letter is being submitted to document that San Bruno Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Daly City Police Department.

As a part of this grant, San Bruno Police Department agrees to heighten efforts to address retail and vehicle theft across partnering agencies' jurisdictions, sharing data with Daly City Police Department and San Mateo Police Department to better coordinate efforts. San Bruno PD will participate in retail Zero Tolerance Days identified by Daly City Police Department and work to coordinate responses to retail and vehicle/accessory theft.

The San Bruno Police Department is not debarred in participating in BSCC grants.

The San Bruno Police Department enthusiastically supports these efforts to reduce retail and vehicle theft in the community, where rising rates continue to threaten the safety and well-being of residents.

Signed by,

A handwritten signature in black ink, appearing to be "BS", written over a horizontal line.

Brent Schimek, Police Captain  
San Bruno Police Department

San Mateo Police Department



200 Franklin Parkway  
San Mateo, CA 94403-1921  
Telephone: 650-522-7710  
FAX: 650-522-7601

June 29<sup>th</sup>, 2023

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program

This letter is being submitted to document that San Mateo Police Department agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Daly City Police Department.

As a part of this grant, San Mateo Police Department agrees to heighten efforts to address retail and vehicle theft across partnering agencies' jurisdictions, sharing data with Daly City Police Department and San Bruno Police Department to better coordinate efforts. San Mateo PD will participate in retail Zero Tolerance Days identified by Daly City Police Department and work to coordinate responses to retail and vehicle / accessory theft.

The San Mateo Police Department is not barred from participating in BSCC grants, and it enthusiastically supports these efforts to reduce retail and vehicle theft in the community, where rising rates continue to threaten the safety and well-being of residents.

Sincerely,

Ed Barberini  
Chief of Police  
San Mateo Police Department  
200 Franklin Pkwy  
San Mateo, CA 94403  
(650) 522-7600

## Bias-Based Policing

### 402.1 PURPOSE AND SCOPE

This policy provides guidance to Daly City Police Department members that affirms the Daly City Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the Daly City Police Department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

### 402.2 POLICY

The Daly City Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

The Daly City Police Department expressly prohibits racial and identity profiling.

The Daly City Police Department is committed to providing services and enforcing laws in a professional, non-discriminatory, fair, and equitable manner that keeps both the community and officers safe and protected.

The Daly City Police Department recognizes that explicit and implicit bias can occur at both an individual and an institutional level and is committed to addressing and eradicating both.

The intent of this policy is to increase the Daly City Police Department's effectiveness as a law enforcement agency and to build mutual trust and respect with the city's diverse groups and communities.

A fundamental right guaranteed by the Constitution of the United States is equal protection under the law guaranteed by the Fourteenth Amendment. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents as guaranteed by the Fourth Amendment.

The Daly City Police Department is charged with protecting these rights. Police action that is biased is unlawful and alienates the public, fosters distrust of police, and undermines legitimate law enforcement efforts.

All employees of the Daly City Police Department are prohibited from taking actions based on actual or perceived personal characteristics, including but not limited to race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability, except when engaging in the investigation of appropriate suspect-specific activity to identify a particular person or group.

Daly City Police personnel must not delay or deny policing services based on an individual's actual or perceived personally-identifying characteristics.

### *Bias-Based Policing*

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#### **402.3 DEFINITIONS**

**Racial or Identity Profiling:** the consideration of, or reliance on, to any degree, actual or perceived race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except that an officer may consider or rely on characteristics listed in a specific suspect description. Such activities include, but are not limited to, traffic or pedestrian stops, or actions taken during a stop, such as asking questions, frisks, consensual and nonconsensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest.

**Bias-Based Policing:** conduct by peace officers motivated, implicitly or explicitly, by the officer's beliefs about someone based on the person's actual or perceived personal characteristics, i.e., race, color, ethnicity, national origin, age, religion, gender identity or expression, sexual orientation, or mental or physical disability.

**Implicit Bias:** the attitudes or stereotypes that affect a person's understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are activated involuntarily and without an individual's awareness or intentional control. Implicit biases are different from known biases that individuals may choose to conceal.

**Bias by Proxy:** when an individual calls/contacts the police and makes false or ill-informed claims of misconduct about persons they dislike or are biased against based on explicit racial and identity profiling or implicit bias. When the police act on a request for service based in unlawful bias, they risk perpetuating the caller's bias. Members should use their critical decision-making skills, drawing upon their training to assess whether there is criminal conduct.

**Reasonable Suspicion to Detain:** reasonable suspicion is a set of specific facts that would lead a reasonable person to believe that a crime is occurring, had occurred in the past or is about to occur. Reasonable suspicion to detain is also established whenever there is any violation of law. Reasonable suspicion cannot be based solely on a hunch or instinct.

**Detention:** a seizure of a person by an officer that results from physical restraint, unequivocal verbal commands, or words or conduct by an officer that would result in a reasonable person believing that he or she is not free to leave or otherwise disregard the officer.

**Reasonable Suspicion to Conduct a Pat Search:** officers are justified in conducting a pat search if officers have a factual basis to suspect that a person is carrying a weapon, dangerous instrument, or an object that can be used as a weapon, or if the person poses a danger to the safety of the officer or others. Officers must be able to articulate specific facts that support an objectively reasonable apprehension of danger under the circumstances and not base their decision to conduct a pat search on any perceived individual characteristics. Reasonable suspicion to conduct a pat search is different than reasonable suspicion to detain. The scope of the pat search is limited

## *Bias-Based Policing*

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only to a cursory or pat-down search of the outer clothing to locate possible weapons. Once an officer realizes an object is not a weapon or an object that can be used as a weapon, the officer must move on.

**Probable Cause to Arrest:** under the Fourth Amendment to the United States Constitution, arrests must be supported by probable cause. Probable cause to arrest is a set of specific facts that would lead a reasonable person to objectively believe and strongly suspect that a crime was committed by the person to be arrested.

### **402.4 BIAS-BASED POLICING PROHIBITED**

Bias-based policing is strictly prohibited. Any employee of the Daly City Police Department who has knowledge of, or has any information about, conduct that would amount to a violation of this policy shall immediately report that information to a supervisor.

During a contact, misunderstandings may occur from an officer's failure to explain why contact was made. The officer should inform the subject of the reason for the contact if it will not compromise the safety of officers or other persons or an investigation.

Nothing in this policy shall limit an officer's ability to interview witnesses or discourage routine conversations or consensual contacts with citizens.

Nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

#### **402.4.1 CALIFORNIA RELIGIOUS FREEDOM ACT**

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

### **402.5 COMMUNITY ENCOUNTERS**

To cultivate and foster transparency and trust with all communities, each [agency] member should do the following when conducting pedestrian or vehicle stops or otherwise interacting with members of the public, unless circumstances indicate it would be unsafe to do so:

1. Be courteous, professional, and respectful.
2. Introduce themselves to the community member.

## *Bias-Based Policing*

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3. State the reason for the stop as soon as practicable, unless providing this information will compromise officer or public safety or a criminal investigation.
4. Answer questions that the individual may have about the stop/contact.
5. Ensure that detention is no longer than necessary to take appropriate action for the known or suspected offense and [agency] member convey the purpose of any reasonable delays.
6. All Daly City personnel, including non-sworn staff, shall not use harassing, intimidating, derogatory, or prejudiced language, including profanity or slurs, particularly when related to an individual's actual or perceived individual characteristics.
7. Sworn personnel shall be aware of and take steps to curb the potential for bias by proxy in a call for service.
8. Officers should draw upon their training and use their critical decision-making skills to assess whether there is criminal conduct and to be aware of implicit bias and bias by proxy when carrying out their duties.
9. All Daly City personnel, including non-sworn personnel, shall aim to build community trust through all actions they take.

### **402.6 SUPERVISOR RESPONSIBILITIES**

Supervisors are responsible for monitoring and examining all areas of police actions and activities under their command to ensure that employees comply with this policy and to ensure that bias-based policing and racial profiling are not practiced.

Supervisors who fail to respond to, document, or review allegations of bias-based policing will be subject to remedial action.

### **402.7 COMPLAINTS**

All reports or complaints of bias-based policing or racial profiling will be documented and investigated.

### **402.8 TRAINING**

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Unit.

- (a) All sworn members of this [department/office] will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this [department/office] are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this [department/office] who received initial bias-based policing training will thereafter be required to complete an approved refresher course every



### *Bias-Based Policing*

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five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

- (d) The Daly City Police Department will ensure that, at a minimum, all officers and employees are compliant with requirements regarding bias-free policing training.
- (e) Daly City Officers should be mindful of their training on implicit bias and regularly reflect on specific ways their decision-making may be vulnerable to implicit bias.

#### **402.9 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

The Management Control and Audit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Division Policy.

## Automated License Plate Readers (ALPRs)

### 457.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

### 457.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR access shall be managed by the Operations Support Bureau Commander. The Operations Support Bureau Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

All data collected by ALPR technology is downloaded to a server housed and maintained by the Northern California Regional Intelligence Center (NCRIC). In compliance with SB 34 refer to the attached policy of the NCRIC:

[http://www.dalycity.org/City\\_Hall/Departments/police\\_department/Automated\\_License\\_Plate\\_Reader.htm](http://www.dalycity.org/City_Hall/Departments/police_department/Automated_License_Plate_Reader.htm)

#### 457.2.1 ALPR ADMINISTRATOR

The Operations Support Bureau Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

### 457.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.

## *Automated License Plate Readers (ALPRs)*

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- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

### **457.4 DATA COLLECTION AND RETENTION**

The Operations Support Bureau Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

### **457.5 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The Daly City Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

## *Automated License Plate Readers (ALPRs)*

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- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

### **457.6 RELEASING ALPR DATA**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
  - 1. The name of the agency.
  - 2. The name of the person requesting.
  - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Operations Support Bureau Commander or the authorized designee and approved before the request is fulfilled.
- (c) Forwarded to NCRIC for review.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

### **457.7 POLICE ASSISTANT USE**

(a) The primary use for Police Assistants will be using the LPR vehicle to detect and process scofflaw vehicles -or- vehicles with 5 or more delinquent parking citations on file.

(b) The vehicle(s) equipped with an LPR system can be used by any police assistant when that vehicle is not being driven by its assigned driver(s).

(c) The driver(s) of the LPR equipped vehicle(s) must alert the designated boot team of the day whenever they get a hit on a vehicle with 5 or more parking citations. The driver will take note of the location of the hit and the vehicle description, and send it to the boot team promptly via messaging or a phone call; this should be done right away and not held until the end of shift. Although the system tracks all hits/locations throughout the day, the report is not available until the following day from a computer at the station.

(d) A secondary function of the LPR system is that it will detect 10851 stolen vehicles that are in the Stolen Vehicle System database. Police Assistants will follow normal protocol as if they had manually run the license plate via the computer or police radio.

(e) Selection of the LPR equipped vehicle(s) will be done by seniority during the semi-annual watch change, per standard practice.

(f) The LPR equipped vehicle(s) should not be used for Court Officer duties and other details that involve sitting idle for extended periods of time. Maximum exposure is important to ensure that the department is taking full advantage of this resource.

### *Automated License Plate Readers (ALPRs)*

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(g) The LPR vehicle(s) should also be taken to DUI checkpoints where having such a vehicle scanning license plates passing through the screening lane(s) would be beneficial.

#### **457.8 TRAINING**

The Training Sergeant should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

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## Global Positioning System (GPS) Devices

### 604.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the for the use and deployment of GPS tracking devices.

### 604.2 DEFINITIONS

**GPS tracking device-** Any device that utilizes Global Positioning System technology to track the location of an entity or object remotely

**Electronic Surveillance-** (for the purpose of this policy)-surveillance or the gathering of information by surreptitious use of electronic devices.

### 604.3 POLICY

It is the policy of the Daly City Police Department to utilize GPS tracking devices in a manner that will assist in criminal investigations and prosecutions, by providing investigative leads and information deemed necessary for the prosecution of offenders.

### 604.4 OPERATIONAL USE

The Daly City Police Department will utilize GPS tracking devices for the purpose of remotely tracking and locating known and unknown suspects. Legal justification for the use and deployment of G S tracking devices is required before any such use.

The surreptitious deployment of GPS tracking devices in the field should be done with at least one other officer to mitigate safety concerns, when practicable.

A supervisor should be noted, when feasible, before any in field GPS tracking device deployment.

### 604.5 TRAINING

Any officer utilizing or deploying a GPS tracking device shall be trained in the use, deployment and safety concerns related to deployment, prior to the use of GPS tracking devices.

### 604.6 STORAGE AND MAINTENANCE

All storage and maintenance of GPS tracking devices shall be coordinated through the Investigations Division. The Investigations Division Sergeant is responsible for maintaining a log of the GPS tracking devices in use, the purpose of their use, and the name of the officer utilizing the device.

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# StarChase Pursuit Management System Procedure

## 405.1 PURPOSE AND SCOPE

This procedure provides direction and operational guidelines for the use of the StarChase Pursuit Management System. The StarChase system allows an officer to remotely affix a GPS tracking device to a pursued (or about to be pursued) vehicle using an air pressure system to discharge the tracker from the front of the StarChase equipped patrol car. Once the tracker is affixed to the vehicle in question, its location can be tracked by an employee (StarChase Monitor) using a computer with an internet connection.

## 405.2 OPERATIONAL GUIDELINES

The StarChase system should be used in conjunction with all rules and guidelines as outlined in the Daly City Police Department (DCPD) Policy Manual. The StarChase system shall only be used in situations where it is reasonable to believe that a suspect has committed, is about to commit, or is threatening to commit either:

- (a) A felony or
- (b) A misdemeanor violation involving a weapon, violence, or risk of serious harm independent of a vehicle pursuit.

For the purpose of clarity of communications, radio traffic should identify the device as "StarChase".

StarChase equipment will only be operated by officers who have been trained in its use. StarChase equipped vehicles will not be assigned to officers who are not trained on its use unless required by exigent circumstances.

When feasible, Officers should receive permission from a supervisor prior to deploying the StarChase tag on a pursued vehicle.

All safety decisions related to the discharge of a StarChase tag shall be evaluated by the operator prior to deployment. While supervisors may direct or approve the deployment of a StarChase equipped patrol car in a pursuit and/or the discharge of a tag, safety decisions related to passing other involved vehicles and the actual discharge of the device will be evaluated by the operator prior to deployment. In accordance with policy, the safety of officers, uninvolved persons, and persons inside the pursued vehicle shall be considered. The following decisions are specifically included:

- (a) Whether the officer can safely maneuver close enough to the suspect vehicle to come within targeting range.
- (b) Whether the officer can safely pass any other vehicle involved in the pursuit.
- (c) Whether any circumstance would indicate the device would not work (e.g. \_\_ weather conditions, suspect vehicle weaving, etc.)

# Daly City Police Department

## Daly City PD Policy Manual

### StarChase Pursuit Management System Procedure

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StarChase equipped patrol cars, with approval from a supervisor, are authorized to respond Code 3 to join a pursuit for the potential use of the device.

Unless directed otherwise, the StarChase equipped vehicle will join the pursuit at the rear of authorized pursuing vehicles until cleared to pass.

Once a StarChase equipped vehicle joins a pursuit, it becomes an authorized unit related to the number of authorized pursuing vehicles.

StarChase equipped vehicles may pass other pursuing vehicles only when deemed safe and only with specific permission from the unit to be passed.

Permission is to be sought and acknowledged one passing at a time. Officers driving the StarChase equipped vehicle will identify which side of the overtaken vehicle they will pass.

StarChase tags will be deployed in accordance with training.

Once the StarChase tag has been successfully deployed, pursuing vehicles should normally drop back significantly from the suspect vehicle.

The StarChase Monitor will be a Dispatcher or StarChase trained operator/supervisor.

Officers will maintain constant communication with the StarChase Monitor for speed/ direction/ location updates of the suspect vehicle.

The Supervisor will coordinate with the StarChase Monitor to direct resources and officers to appropriate locations to apprehend the suspect. The patrol supervisor will dictate who the monitor is based on resources, 'know how', etc...

No officer who is driving a moving patrol car will access the StarChase Monitor data as this creates an unnecessary hazard.

#### **405.3 TACTICAL CONSIDERATIONS**

The StarChase tag will not normally be deployed in the following situations unless the suspect poses a substantial risk to the public:

- During heavy rain
- While driving on exceptionally rough terrain
- On a motorcycle
- When pedestrians are between or very near the suspect vehicle and the StarChase equipped vehicle

In addition to the normal pursuit reporting procedures required by policy, Officers who use the StarChase system will report all tag deployments.

#### **405.4 DOCUMENTATION**

All deployments of the StarChase system shall be appropriately documented by the officer in the incident report and/or supplemental narrative reports (to include selecting the "STARCHASER"



# Daly City Police Department

## Daly City PD Policy Manual

### StarChase Pursuit Management System Procedure

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special circumstance drop-down option in RIMS). The sergeant shall complete the StarChase Deployment Review Form. The form, with all supporting documentation, shall be forwarded to the Field Operations Bureau Captain for review. Once approved, it will be retained in IApro. The form will not be attached to any associated crime report, incident report, or documentation in RIMS.

#### **405.5 PROGRAM OVERSIGHT**

The StarChase Pursuit Management System program is managed by the Field Operations Bureau Captain or their designee. The Field Operations Bureau Captain, or their designee, should conduct annual audits of the program to assess its use, effectiveness, and potential improvements to the program and this procedure. Training on this program should be provided to appropriate personnel on an annual basis.

## APPENDIX A: Organized Retail Theft Grant Program Scoring Panel Roster

	Name	Title	Organization / Agency
1	Ryan Allain	Director	Government Affairs, California Retailers Association
2	Chesa Boudin	Executive Director	Criminal Law & Justice Center – UC Berkeley School of Law
3	Michelle Brown	Retired Chief Probation Officer	San Bernardino County
4	Derek Casebeer	Chief Deputy	Sacramento County Probation Department
5	Tracie Cone	Public Information Officer	Board of State and Community Corrections
6	Jason Craven	Officer	CA Highway Patrol Organized Retail Crime Task Force & Sacramento County Auto Theft Suppression Task Force
7	Jason Daugherty	Retired CHP Captain	Commander of Field Support Section
8	Sandra Dinong	Associate Governmental Program Analyst	Board of State and Community Corrections
9	Evonne Garner	Retired Deputy Director	Board of State and Community Corrections
10	Mary Jolls	Retired Deputy Director	Board of State and Community Corrections
11	Nicole Kirkaldy	Restorative Justice and Diversion Program Director	Yolo County District Attorney's Office
12	Mercedes Morales	Associate Governmental Program Analyst	Board of State and Community Corrections
13	Ryan Okimura	Staff Services Manager I	Board of State and Community Corrections
14	Nancy O'Malley	Retired District Attorney	Alameda County
15	Chelsea Paez	Staff Services Manager I	Board of State and Community Corrections
16	Bao Phan	Associate Governmental Program Analyst	Board of State and Community Corrections
17	Rodney Rego	Captain	Elk Grove Police Department
18	Michelle Solorzano	Sr. Project Manager	City of El Monte
19	Ashley Taylor	Associate Governmental Program Analyst	Board of State and Community Corrections
20	Eric Taylor	Sheriff	San Benito County

## **APPENDIX B: Grantee Assurance for Non-Governmental Organizations**

The Organized Retail Theft Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)<sup>1</sup> providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Organized Retail Theft Grant Program Grant funds (as either a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Organized Retail Theft Grant Program grantee;
  - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee subcontractor fiscal agreement;
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens;
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address within California. (An agent for service of process with a California address is insufficient.)

### **Completing the NGO Assurance (Following Page)**

1. Provide the name of the Applicant Agency (the Grantee),
2. List all contracted parties (if known),
3. Check Yes or No to indicate if each contracted part meets the requirements
4. Sign and Submit to the BSCC

**NOTE:** If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the "Name of Contracted Party" field and sign the document.

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<sup>1</sup> For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual.

## APPENDIX B: Grantee Assurance for Non-Governmental Organizations


Provide your agency name and in the table list information for all contracted parties.

Grantee: Daly City Police Department

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
N/A			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the RFP. The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Cameron Christensen	TITLE Acting Chief of Police		TELEPHONE NUMBER 650-991-8116
STREET ADDRESS 333 90th Street	CITY Daly City	STATE CA	ZIP CODE 94015
EMAIL ADDRESS cchristensen@dalycity.org			
SIGNATURE X 		DATE 10/9/23	







# 23-27 ORTP Grant Agreement - Daly City Police Department 1150-23

Final Audit Report

2023-09-20

Created:	2023-09-20
By:	Trent Waterman (twaterman@dalycity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAApw2N-RUKlrQz_Emz6R9Lb0JIL3DVFRaI

## "23-27 ORTP Grant Agreement - Daly City Police Department 1150-23" History

-  Document created by Trent Waterman (twaterman@dalycity.org)  
2023-09-20 - 6:55:09 PM GMT
-  Document emailed to cchristensen@dalycity.org for signature  
2023-09-20 - 6:56:02 PM GMT
-  Email viewed by cchristensen@dalycity.org  
2023-09-20 - 7:38:08 PM GMT
-  Signer cchristensen@dalycity.org entered name at signing as Cameron Christensen  
2023-09-20 - 7:38:58 PM GMT
-  Document e-signed by Cameron Christensen (ccchristensen@dalycity.org)  
Signature Date: 2023-09-20 - 7:39:00 PM GMT - Time Source: server
-  Agreement completed.  
2023-09-20 - 7:39:00 PM GMT

# BSCC

## GRANT ADMINISTRATION GUIDE

JULY 2023



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State of California  
**Board of State and Community Corrections**

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**Management Team**

**Linda M. Penner**, Chair  
**Kathleen T. Howard**, Executive Director  
**Aaron Maguire**, General Counsel, Chief Deputy Director  
**Tracie Cone**, Director of Communications  
**Allison Ganter**, Deputy Director, Facility Standards and Operations  
**Colleen Curtin**, Deputy Director, Standards and Training for Corrections  
Interim Deputy Director, Corrections Planning and Grant Programs  
**Anita Butler**, Director of Administration

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## **REVISED GUIDE SECTIONS**

The following sections of the BSCC Grant Administration Guide have been added or revised (July 2023). The revised language applies to all state and/or federal grant awards. Please refer to your grant agreement, RFP, or contact your grant Field Representative with any questions.

**Section 3. C. 4. PERSONNEL POLICIES, Equal Employment Opportunity (EEO)**

**Section 4 ALLOWABLE COSTS FOR PERSONNEL**

**4. A. SALARIES**

**4. D. VOTING**

**4. K. ALLOCATION OF TIME TO MULTIPLE FUND SOURCES**

**4. N. FUNCTIONAL TIMESHEETS**

**4. O. COSTS – DIRECT AND INDIRECT**

**Section 8 OPERATIONAL AGREEMENTS – PUBLIC ENTITIES**

**Section 11 ACCOUNTING SYSTEMS**

**Section 18 RECORDS**



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## WELCOME TO THE 2023 BSCC GRANT ADMINISTRATION GUIDE

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### FOREWORD

The BSCC Grant Administration Guide (Guide) is intended to help Grantees comply with the terms and conditions that apply to all BSCC grant-funded projects. This Guide supersedes the 2020 version.

All BSCC grant-funded projects must comply with the terms of the grant program under which they are funded. Such terms refer to all requirements as defined by the Grant Agreements, applicable program guidelines contained in the Request for Proposals (RFP) and Request for Applications (RFA), applicable state and federal statutes, and other written directives from the BSCC. At any time, the BSCC may modify and/or impose additional conditions not outlined in this guide when deemed appropriate.

If you have any questions regarding the content in this grant guide, please refer to the RFP, grant agreement, or contact your field representative directly.

This Guide can be accessed and downloaded from the BSCC website at [www.bscc.ca.gov](http://www.bscc.ca.gov).

### OVERVIEW

#### The Board of State and Community Corrections

Established in 2012, the California Board of State and Community Corrections (BSCC) is an independent statutory agency that provides leadership to the adult and juvenile criminal justice systems, expertise on Public Safety Realignment issues, a data and information clearinghouse, and technical assistance on a wide range of community corrections issues. (Cal. Pen. Code §§ 6024-6025.) In addition, the BSCC promulgates regulations for adult and juvenile detention facilities, conducts regular inspections of those facilities, develops standards for the selection and training of local corrections and probation officers, and administers significant public safety-related grant funding.

Policy for the agency is set by the 13-member Board of State and Community Corrections, whose members are prescribed by statute, appointed by the Governor and the Legislature, and subject to approval by the state Senate. The Board Chair reports directly to the Governor.

#### Corrections Planning and Grant Programs Division

The Corrections Planning and Grant Programs (CPGP) Division develops, administers and evaluates programs designed to improve the effectiveness of state and local government agencies, as well as the private sector and nonprofit service providers, to foster collaborative approaches for addressing crime and delinquency by fair and equitable approaches. Division staff provides extensive technical assistance and training to state and local agencies as well as grantees.

We are happy to respond to any questions not covered by this Guide and we welcome any suggestion to improve the Guide. Please feel free to contact your designated Field Representative.

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## 1. GENERAL

### A. GRANT AGREEMENT

The Grant Agreement, also referred to as the contract, is the signed final agreement between the BSCC and the local government agency or organization authorized to accept grant funding. The Grant Agreement and its components contain all the terms, conditions and requirements of the grant program.

Grant Agreements are fully executed only when signed by both the Grantee and the BSCC Director or designee. The start date as listed on the face page of the contract. Grant project expenses incurred after the start date of the grant cycle but before the execution date of the contract may not be reimbursed.

### B. COMPONENTS OF THE CONTRACT

It is the Grantee's responsibility to read and comply with all the terms, conditions and requirements set forth in the contract. The components of the contract are:

- Standard Agreement (Std. 213), the face page of the contract;
- All appropriate exhibits as listed on the face page of the contract;
- Grantee's application or proposal;
- Governing Board Resolution; and
- Applicable conditions and requirements of the RFA/RFP.

### C. GRANT AWARD CONDITIONS

#### 1. General Responsibilities

The Grant Award is a legal transfer of funds between the BSCC and a Grantee for a specific project. Projects must conform to the Grant Agreement as specified, as well as the provisions of this Guide. Failure to do so may result in the withholding or disallowance of grant payments on current or future BSCC grants, the reduction or termination of the Grant Award, and/or the denial of future Grant Awards. The terms of the Grant Agreement supersede the provisions in this Guide.

If the Grant Award includes Federal funds, the Grantee must also comply with all applicable Code of Federal Regulations (CFR), Code of Federal Domestic Assistance (CFDA), and other applicable federal guidance.

#### 2. Responsible Agency

The Grantee, as named on the face page of the Grant Agreement, is the agency responsible for the implementation and administration of the Grant Project (Project) and for providing all matching funds as specified in the grant budget. The Grantee may not transfer or assign the Grant Agreement to another agency or party. Additionally, the Grantee shall ensure that all subcontractors comply with the requirements of the Grant Agreement. Any liability arising shall be the responsibility of the Grantee. The State of California and BSCC disclaim responsibility for any such liability.

#### 3. Terms of the Program

The terms of the program are defined by the Grant Agreement and applicable RFP and/or RFA. These key documents must be accessible by the project on-site. Grantees must adhere to these requirements, including its enabling legislation, funding regulations, service standards, and program guidelines. Failure to do so may result in the withholding or disallowance of grant payments on current or future BSCC grants and/or a reduction in funding or termination of the Grant Award and/or the denial of future funding.



**In the event the terms of the program are inconsistent with the provisions of this Guide, the terms of the program supersede the provisions of this Guide.**

#### **4. Proof of Authority**

All Grantees, except for State Agencies, are required to obtain written authorization from its governing board that the Official or Authorized Officer executing the agreement is, in fact, authorized to do so. The written authorization may be a Resolution, Board Minutes, or a letter from the Board Chair. This written authorization shall extend the Official's authority over the execution of any amendments or extensions. Grantees must maintain this written authorization on file and make it available upon demand. It is best to use the Official's title rather than the person's name to avoid having to seek further authorization from the governing agency if the person named is transferred or leaves an agency/organization.

#### **5. Grant Award Changes**

Changes made to the Grant Award during the grant cycle must be requested, documented and approved in accordance with the procedures described in Section 14 of this Guide. Oral agreements are not binding.

#### **6. Supplanting Prohibited**

Supplanting is strictly prohibited for all BSCC grant funds.

##### **a) Definition**

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. When the Grantee replaces funds in this manner, it reduces the total amount that would have been available for the stated grant purpose.

##### **b) Grantee's Responsibility**

BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

#### **7. Funds Availability**

Allocation of funds is contingent on the enactment of the State Budget. The BSCC does not have the authority to disburse any funds until the budget is passed. Any expenditure incurred prior to authorization is made at the Grantee's own risk and may be disallowed.

If, during the term of the Grant Agreement, the state and/or federal funds appropriated for the purposes of the grant program are reduced or eliminated by the California Legislature or by the United States Government, or in the event revenues are not collected at the level appropriated, the BSCC may immediately terminate or reduce the grant award upon written notice to the Grantee. No such termination or reduction shall apply to allowable costs already incurred by the Project to the extent that state or federal funds are available for payment of such costs.

The Grant Agreement entered into with BSCC is subject to any applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government subsequent to execution of the contract.

## 2. GRANT PROJECT BUDGETS

Projects are required to prepare a realistic and prudent budget that avoids unnecessary or unusual expenditures that detract from the accomplishment of the objectives and activities. **Grant project budgets are limited to the funding categories and line-items identified in the Project Budget table listed in Exhibit B: Budget Detail and Payment Provisions of the Grant Agreement.** Funding categories generally fall under the following broad budget areas:

- Personal Services – Salaries and Benefits
- Operating Expenses; and
- Equipment.

Each line-item listed in Project Budget table in Exhibit B of the Grant Agreement must be substantiated with line-item detail, including calculations, and a justification for the expense. Explanatory information included in the budget narrative does not eliminate the line-item detail requirements.

## 3. KEY PROJECT STAFF AND REQUIRED PERSONNEL POLICIES

### A. KEY PROJECT STAFF

#### 1. Project Director

The Project Director has general administrative authority for implementing project activities and maintaining compliance with all programmatic, administrative, and fiscal requirements of the Grant Award. The Project Director is responsible for:

- Ensuring that project monies expended or obligated are for allowable costs and are in compliance with the approved budget;
- Maintaining required documentation of project activities and accomplishments; and
- Signing project requests, reports and modifications where appropriate.

#### 2. Authorized Officer

The Authorized Officer is the person designated by the Grantee's governing board to execute the Grant Agreement and bind the Grantee to the Grant Agreement. The Authorized Officer signs the face page of the contract and all amendments to the contract. The Authorized Officer is identified on the Applicant Information Form and is listed on the face page of the Grant Award.

#### 3. Financial Officer

The Financial Officer oversees the actual receipt and payment of grant monies. The Financial Officer is responsible for:

- Maintaining proper accounting records; and
- Ensuring the appropriate expenditure of grant funds.

The Financial Officer must be someone other than the Project Director and cannot be the preparer of the Financial Invoice (Form BSCC 201).

If the Auditor-Controller/City Auditor is designated as the Financial Officer in the Grant Award, the Auditor-Controller/City Auditor may not meet the independence standard to perform the audit of the BSCC Grant.

#### **4. Changes in Key Project Staff**

Any change in key project staff, and the effective date of the change, must be reported immediately and in writing to the BSCC. The Grantee may also be required to submit a modification and updated Project Contact Information Sheet as discussed in Section 14.

#### **B. PROJECT-SPECIFIC JOB DESCRIPTIONS**

The Project must have on file written project-specific job descriptions (as opposed to job specifications) for all positions funded by the grant project. The project-specific job descriptions shall reflect detailed grant-related duties relative to the activities, goals and objectives of the grant-funded program. The project-specific job descriptions must not be the standard job classification description for similarly titled positions within the Grantee's agency.

Where applicable, project-specific job descriptions will include statements that address data collection responsibilities, project activity tracking, and the creation and maintenance of source documentation. There must be documentation to support the data presented in project evaluations and progress reports.

#### **C. PERSONNEL POLICIES**

BSCC-funded projects must have written personnel policies that are available to all employees. Policies must include, at a minimum:

- Conflict of Interest Policy;
- Drug-Free Workplace Policy;
- Lobbying Policy;
- Fidelity Bonds;
- Equal Employment Opportunity
- Suspension and Debarment
- Vendor Verification
- Work hours;
- Compensation rates, including overtime, and benefits;
- Vacation, sick, and other leave allowances;
- Hiring and promotional policies;
- Project Staffing and Operation
- Civil rights requirements

Project staff must be hired and the project operational within 90 days of the approval date of the Grant Agreement. Otherwise, the Grantee must submit a statement to the BSCC explaining the implementation delay. BSCC may choose to cancel the project or extend the implementation date of the project past the 90-day period.

Project staff may be added later to the grant budget if a Grantee submits project, it is approved by the BSCC. The added project staff must be hired within 90 days of the modification approval date. If project staff is not hired within 90 days, the Grantee must submit a statement to BSCC explaining the delay.

##### **1. Conflict of Interest**

Organizations must have a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

**a) Use of Grant Funds for Financial Gain**

Officials and employees of a Grantee must not participate in activities involving the use of grant funds where there is a financial interest or benefit:

- To him or herself, immediate family, partners, organization (other than a public agency in which he or she is serving as an officer, director, trustee, partner or employee); or
- To any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment.

**b) Inappropriate Use of Funds**

Officials and employees of a Grantee must avoid actions that result in, or create the appearance of an inappropriate use of funds, such as:

- Using an official or grant-funded position for personal gain;
- Giving preferential treatment to a particular person or project;
- Losing independence or impartiality;
- Making a decision outside official channels; or
- Adversely affecting the confidence of the public in the integrity of the government or the program.

**c) Contracting with Other Entities under Contract with BSCC**

Grantees must submit written notification to BSCC prior to employing, contracting, or engaging in any activity or enterprise with a consultant currently under contract with the BSCC, or any current BSCC employee. The notification must include a full description of the intended relationship between the project and the consultant or employee. BSCC's Executive Director or designee shall review the written notification and determine whether a conflict of interest or the appearance of a conflict of interest exists.

**d) Purchase of Supplies**

The project may use funds to purchase supplies or other goods (e.g., rent an office, secure insurance, and purchase office supplies) from a party in which the project employee or board member has a financial interest if all of the following criteria are met:

- The employee or board member who has a financial interest does not take part in the bidding or awarding process;
- The project is receiving the item at a lesser rate or there are additional benefits that would not have been available through an independent party;
- The purchase or transaction is approved by a quorum of the board and documented in the board minutes, and the board member who has a financial interest abstained from voting; and
- The records that support the purchase must be retained by the project as specified in the contract or as long as the supplies/goods or services are being used, whichever is longer.

**2. Drug-Free Workplace Certification**

The Drug-Free Workplace Act of 1990 requires Grantees to ensure to BSCC that they will comply with the requirements of Government Code sections 8350-8357 as incorporated by reference in Exhibit C of the Grant Agreement. Grant Agreement. The Federal Drug-Free Workplace Act of 1988 requires Grantees to ensure that they will comply with the requirements of Federal law as implemented in 28 CFR Part 67, Subpart F, Sections 615 and 620. In doing so, Grantees assure the BSCC that the project's site is a drug free workplace.

#### **a) Definitions**

- “Drug-free workplace” means a site for the performance of work done in connection with a specific grant or contract described in Government Code section 8355 of an entity at which employees of the entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of this chapter.
- “Employee” means the employee of a Grantee or contractor directly engaged in the performance of work pursuant to the grant or contract described in Government Code Section 8355.
- “Controlled substance” means a substance as defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 USC §812).
- “Grantee” means the department, division, or other unit of an organization responsible for the performance under the grant.
- “Contractor” means the department, division, or other unit of a person or organization responsible for the performance under the contract.

#### **b) Grantee Responsibility**

The Grantee certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition
2. Establishing an on-going drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace
  - b. The grantee's policy of maintaining a drug-free workplace
  - c. Any available drug counseling, rehabilitation, and employee assistance programs
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the BSCC and U.S. Department of Justice (address below). Notice shall include the identification number(s) of each affected grant.

U.S. Department of Justice  
Office of Justice Programs

ATTN: Control Desk  
810 7th Street, NW  
Washington, D.C. 20531

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirement.

**c) Consequences of Not Complying with the Drug-Free Workplace Certification**

A determination of noncompliance may jeopardize eligibility for continued grant funding. Each contract or Grant Award may be subject to suspension of payments or termination of the contract or grant, or both, and the Contractor or Grantee may be subject to debarment, in accordance with the requirements of California Government Code section 8356, if the BSCC determines that either of the following has occurred:

- The Contractor or Grantee has made a false certification under California Government Code section 8355.
- The Contractor or Grantee violates the certification by failing to carry out the requirements of subdivisions (a) to (c), inclusive, of California Government Code section 8355.
- The Department of General Services shall establish and maintain a list of individuals and organizations whose contracts or grants have been canceled due to failure to comply with these provisions.
- The BSCC shall immediately notify the Department of General Services of any individual or organization that has an award canceled on the basis of violation of these provisions.

**3. Fidelity Bonds**

The use of Fidelity Bonds is generally required, and a personnel policy must be in place.

**a) Definition**

Fidelity Bonds guarantee the bonded employee(s) will handle money and property honestly. The purpose of the Fidelity Bond requirement is to protect public funds by assuring reimbursement to BSCC if Grant Award funds are stolen or otherwise misappropriated by officials and/or employees.

**b) Requirements and Exemptions**

Community-Based Organizations (CBOs) and American Indian Organizations are required to obtain a Fidelity Bond or an equivalent employee dishonesty insurance contract. General liability insurance does not fulfill this requirement. **Projects operated by state, city or county units of government are exempt.** CBOs sponsored by State or local units of government may submit documentation indicating sponsorship in lieu of the bond unless the use of a Fidelity Bond was specifically required in the terms of the program.



#### **4. Equal Employment Opportunity (EEO)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion (including religious dress and grooming practices), national origin, ancestry, disability (physical, mental, HIV and AIDS), medical condition (including cancer and genetic characteristics), genetic information, marital status, sex/gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), gender identity and gender expression, age (40 years and above), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

The BSCC, as well as Grantees/Subgrantees and Contractors, will not discriminate in the delivery of services or benefits based on the previously identified situations. All contracts awarded to a Community-Based Organization (CBO), and all construction contracts awarded to governmental entities in excess of \$10,000 of federal funding are required to contain a provision requiring compliance with civil rights regulations.

##### **a) Grantee EEO Responsibility**

All BSCC Grantees must have a current year EEO Policy Statement, established by their agency, and posted in a prominent place accessible to employees and applicants.

The poster entitled “California Law Prohibits Discrimination and Harassment” must also be posted in a conspicuous location accessible to employees and applicants for employment. The poster may be obtained from the local office of the Department of Fair Employment and Housing or downloaded from: <https://www.dfeh.ca.gov/Publications/>.

All Grantees acknowledge awareness of and the responsibility to comply with all applicable EEO requirements by signing the Grant Agreement with the BSCC.

##### **b) State and Federal Civil Rights Laws**

Comprehensive state and federal civil rights regulations include the following directives:

- Prohibits discrimination or denial of benefits to persons who are under programs or activities receiving financial assistance from the State of California or the federal government,
- Mandates that qualified persons with disabilities will not be excluded from, denied benefits of, or discriminated against solely on the basis of their physical disability, mental disability, or medical condition under any program or activity receiving financial assistance from the BSCC,
- Mandates that all facilities used by BSCC-funded programs shall be made reasonably accessible and usable by the physically handicapped,
- Provides that employer shall make reasonable accommodation for an employee or for an applicant with a known physical or mental disability, unless the employer can demonstrate that such accommodation would impose an undue hardship,
- Guarantees equal opportunity for individuals with disabilities in public and private sector services and employment,
- Mandates that all employers shall ensure a workplace free of sexual harassment; and
- Provides Family Care and Medical Leave and Pregnancy Disability Leave under the California Family Rights Act (CFRA).

### c) Additional Federal Regulations and Requirements

An Equal Employment Opportunity Plan (EEOP) is a workforce report that some<sup>1</sup> grantees must complete as a condition for receiving Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968, as well as the Victims of Crime Act. Grantees who have received funding under these Acts must comply with all of the following EEOP submission requirements.

#### 1) Online Certification Form Submission Requirement to Office for Civil Rights:

All Grantees, receiving federal funds, are required to complete the U.S. Department of Justice, Office of Justice Programs online Certification Form and resubmit annually. This form certifies whether or not the Grantee is required to submit an EEOP to the Office for Civil Rights, or if they are exempt. Please refer to the U.S. Department of Justice, Office of Justice Programs website (<https://ojp.gov/about/ocr/eeop.htm>) for details on completing the online Certification form via the EEO Reporting Tool.

After accessing the EEO Reporting Tool, Grantees will need to add their organization's profile, update the user account, then prepare the Certification form. Once the Certification form is prepared, the Grantee will need to e-sign, certify and submit to the U.S. Department of Justice. Grantees are required to maintain a current copy of the Certification Form if requested by BSCC.

#### 2) EEOP Utilization Report Submission Requirement to Office for Civil Rights:

Grantees subject to the civil rights requirements must develop and implement a comprehensive EEO Plan/Utilization Report to the Office for Civil Rights, Office of Justice Programs if ALL the following criteria is met:

- The Grantee is a state or local governmental agency or a business, AND
- The Grantee has 50 or more employees; AND
- The Grantee has received at least a single award of \$25,000 or more in federal funds.

If the Grantee does not have a current EEOP on file, they must develop and implement, and submit one to the Office for Civil Rights within 60 calendar days of the date that the BSCC Director signed the Grant Award Face Sheet. The signed certification will be placed on record in the BSCC grantee file.

- a. Grantees with 50 or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, the Grantee must have the EEOP on file in their office for possible review by the public, employees, the BSCC, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. Grantees are required to submit an EEOP Utilization Report every two years.
- b. Grantees with 50 or more employees and is receiving a single award, or subaward, of \$500,000 or more, in federal funds are required to prepare, maintain on file, submit to the Office for Civil Rights for review, and implement an EEOP. Upon approval of the EEOP/Utilization Report, Grantees will receive a federal letter of compliance. An approved EEOP/Utilization Report is valid for 24 months from the date of the federal letter of compliance.

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<sup>1</sup> U.S. Department of Justice – Office of Justice Programs – Office for Civil Rights – EEOP FAQs website:  
<https://www.ojp.gov/program/civil-rights/eeop/faqs>.



- c. Grantees may be exempt from the EEOP/Utilization Report submission requirements if ANY of the following criteria is met:
  - i. The Grantee is a nonprofit organization, a medical or educational institution, or an Indian Tribe; OR
  - ii. The Grantee has less than 50 employees; OR
  - iii. The Grantee received a single award for less than \$25,000; OR
  - iv. The Grantee receives state funding only.

Please note that Grantees who are exempt for the EEOP requirements are still responsible for all other EEO compliance obligations.

**d) Requirements for Continuing EEOP Grants**

Unless exempt, Grantees are required to maintain a current EEOP and submit a EEO Utilization Report every two years. Grantees are strongly recommended to use the Office for Civil Rights, online EEO Reporting System which can be found at <https://ojp.gov/about/ocr/eeop.htm>.

All Grantees, regardless of the type of entity, the number of employees, or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by the BSCC or Office for Civil Rights, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population. Additionally, Grantees may be required to submit data to ensure their employment practices comply with state and federal civil rights laws. The passage of Proposition 209 (approved November 1, 1996) has not alleviated the Federal requirement to develop and implement an EEOP (Cal. Const. art. I, § 31.)

**5. Suspension and Debarment – Federal Grants**

It is the policy of the Federal Government to conduct business only with responsible persons, and a system for debarment and suspension from programs and activities involving Federal financial and non-financial assistance and benefits assist agencies in carrying out this policy. Debarment or suspension of a participant by one agency has government-wide effect.

Grantees receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. By signing the Grant Agreement, the grantee certifies that neither the grantee nor its principals have been suspended or debarred from participation in Federal grants. The grantee also agrees that it will not make any award, sub-award, or enter into any contract greater than \$25,000 with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

**6. Verification of Vendor/Contractor Eligibility - Federal Grants**

Prior to entering into contracts or procurements greater than \$25,000, Grantees must either obtain a self-certification statement from the vendor/contractor indicating they or their principals are not suspended or debarred or verify their eligibility to participate in federal awards via the federal Excluded Parties List System (EPLS).

**a) Self-Certification:**

The self-certification statement should contain language certifying that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency.

**b) EPLS Verification:**

Verification of eligibility of prospective vendors/contractors may be obtained via the federal System for Award Management (SAM) website at [www.sam.gov](http://www.sam.gov). It is suggested that a screen shot of the negative results page be kept with the procurement/contract records to support eligibility verification occurred prior to entering into the transaction.

#### **4. ALLOWABLE COSTS FOR PERSONNEL**

Allowable costs for personnel must be reasonable and may be used for salaries, wages, and other benefits. It is the Grantees' responsibility to properly document and support such costs.

**A. SALARIES**

Salaries/hourly wages are fixed compensation for services.

- Salaries/hourly wages for employees of the grantee must be documented in the BSCC grant approved budget (e.g., Salaries and Benefits line item).
- Salaries/hourly wages for professional consultants, non-governmental organizations, and evaluators must be documented in the BSCC grant approved budget (e.g., Professional Services, NGO Subcontracts, Data Collection line item).

These costs must be identified by position and percentage of salaries or hourly wage multiplied by the number of hours to be worked and rounded to the nearest whole dollar.

**B. EMPLOYEE BENEFITS AND EMPLOYER PAYROLL TAXES**

Employee benefits and employer payroll taxes include employer's contributions or costs for social security, employees' life and health insurance premiums, unemployment insurance, pension contributions, and other similar costs that are approved by the BSCC. These costs are allowable/reimbursable when they are included in the BSCC grant approved budget and are in accordance with the organization's approved written policies.

**C. EMPLOYEE BENEFITS IN THE FORM OF REGULAR COMPENSATION**

Employee benefits in the form of regular compensation (normal pay) paid to employees during periods of authorized absences from the job for paid leave are allowable/reimbursable if: (1) they are provided pursuant to an approved leave system; (2) the costs are equitably allocated to all related activities (claimed in proportion to the time spent by the employee working on the grant); and (3) the costs adhere to the state limitations noted below:

- Jury duty costs claimed on the financial invoice (BSCC Form 201), must be reduced by any jury duty fees received, excluding travel costs; and
- Paid leave (e.g., military leave, medical leave, administrative leave, or workman's compensation) must not exceed 30 calendar days per a twelve-month period.

**D. VOTING**

If a voter does not have sufficient time outside of working hours to vote at a statewide election, California Election Code section 14000 requires employers to give up to two hours to allow for voting without loss of pay (with proper notice from the employee). Providing paid leave time pursuant to Elections Code section 14000 is an allowable expense.

**E. GRANTEE UNABLE TO OBTAIN BENEFITS**

If the Grantee is unable to obtain benefits, such as health insurance plan, due to the size of the organization, reimbursement payments to employees for such benefits may be allowed. Reimbursement payments must be disclosed in the BSCC grant approved budget, approved in

the Grantee's written personnel policies, and supported by paid invoices submitted by the employees.

**F. GRANT EMPLOYEE PLACED ON ADMINISTRATIVE LEAVE**

When a grant employee is placed on administrative leave (in accordance with the organization's approved written policies), a portion of that employee's salary paid during the administrative leave may be allocated to the Grant Award. The portion of the administrative leave costs that may be allocated is based on the percentage of that employee's salary approved in the grant approved budget.

**G. VACATION, SICK LEAVE, AND COMPENSATING TIME OFF (CTO)**

Leave time (vacation, sick, family leave, and CTO) is allowable/reimbursable only when the time is earned and used during the grant funding cycle. Overtime and shift differentials are also salary costs. When possible, these costs should be budgeted beforehand and claimed in the BSCC grant approved budget.

**H. OVERTIME**

Overtime is defined as time worked beyond the normal established work week for all employees except those considered exempt under the Fair Labor Standards Act, such as executive, administrative, and/or professional staff. Overtime is allowable/reimbursable at a higher-than-normal rate of pay.

Overtime must be documented by payroll records that reflect at a minimum:

- The name and title of the person performing the overtime and a supervisor's prior approval,
- The hours worked and the amount of overtime,
- The basis for the overtime and the activities performed during overtime, and
- The hourly rate of overtime.

**I. CHARGING GRANT FUNDS AS LEAVE TIME**

With the exception of a separation from the project, BSCC grant funds may be allowed/reimbursed as leave time (vacation, sick, family leave, and CTO) only when the time is earned and used during the grant funding cycle. Balances accrued during the grant funding cycle, but not used, cannot be claimed, unless a separation is involved. The leave costs claimed must be proportional to the amount of time spent by the employee working on the BSCC grant project. For example, if the employee is 50 percent BSCC grant funded, BSCC will be charged no more than 50 percent of eight hours of vacation earned, or four hours.

**J. CLAIMING UNUSED LEAVE BALANCE FOR AN EMPLOYEE THAT SEPARATES FROM THE PROJECT**

As cited in Section I above, the only exception for claiming unused leave balances is when an employee separates from employment. BSCC grant funds then may be used to pay the employee separating from the project that portion of the leave balances earned during the BSCC grant funding cycle. The portion of the leave balances earned during any non-BSCC funded period must be paid by another source. In addition, BSCC funds should pay only for a proportional amount of the leave balances earned during the BSCC funding cycle, based on the percentage of time the employee worked on the BSCC grant. For example, if the separating employee worked 50 percent of the time on the BSCC grant, the BSCC grant should pay only 50 percent of the vacation earned and not used by the employee. If the total hours of vacation earned during the BSCC-funded period and not used was 40, then the total hours that can be claimed against the BSCC grant is 20 hours.

## **K. ALLOCATIONS OF TIME TO MULTIPLE FUND SOURCES**

Costs for salaries and benefits of personnel involved in more than one grant or program of the organization must be allocated to each grant (or funding source of the program) based on the actual percentage of time spent on each grant or program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the BSCC Grant Award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved Grant Award or subsequent grant award modification.

At no time shall a BSCC grant funded position exceed 100% time spent on a grant project, either as a single BSCC project, across multiple BSCC projects, or any combination of BSCC funding and other sources of funding, including federal, state, local, or private funding.

Functional timesheets or a cost allocation plan for projects with more than one source of funding and/or with multiple programs must be maintained which support the time charged to BSCC grants.

### **Example A**

The BSCC Grant Award budget allows 100 percent (100%) of salaries and benefits for the Project Director. During the grant cycle, the agency/organization receives grant funds from another funding source for a different grant, which is also administered by the same Project Director. In this situation, the Grantee must account for the actual time the Project Director spends on each of the separate grants. Because the agency/organization has more than one grant, the Project Director is no longer spending 100 percent of their time on the single BSCC grant. Although the BSCC grant allows the Grantee to charge up to 100 percent (100%) of the Project Director's salary, the Grantee may only charge BSCC the ACTUAL time spent by the Project Director on the BSCC grant. If the actual amount of the time the Project Director spends on the BSCC grant is 25 percent (25%), then only 25 percent (25%) of the budgeted amount can be charged to the BSCC grant and claimed for reimbursement. Salary allocation changes require the submission and prior approval of a grant modification.

### **Example B**

The BSCC Grant Award budgets 20 percent (20%) of salaries and benefits for a Program Specialist. During the grant cycle the actual time spent by the Program Specialist amounts to 50 percent (50%) of actual hours charged, BSCC can only be charged 20 percent (20%) of the salaries and benefits amount listed in the approved Grant Award for the Program Specialist until such time as a modification is approved. If the Program Specialist spent 10 percent (10%) of their time on a single BSCC program, and 20 percent (20%) was what was actually budgeted, BSCC can only be charged 10 percent (10%) of the salaries and benefits amount for the Program Specialist. A modification must be submitted for approval of any allocation changes.

## **L. PERSONNEL CHANGES**

Whenever there are budget changes resulting from personnel changes, whether temporary or permanent, the Grantee must submit a written modification, and explain the reason for the shifting of personnel, the time period involved, the individuals involved, the salaries paid, and the percentage of time worked. The Grantee also must maintain documentation in the payroll records of the shifting of personnel. During the grant performance period, the Grantee may not add, remove, or change line items to/from the Salaries and Benefits category without prior BSCC approval. A modification will be necessary to add line items and to increase or decrease the amount of grant funds budgeted to this category. The items added must be allowable expenses programmatically. The Grantee's Cost Allocation Plan may also require revision to reflect budget changes and to bring the allocation of costs in alignment with current expenditures.

## **M. FEDERAL AND STATE EMPLOYEE**

Where the Grantee is a state agency, compensation of federal and state employees, such as salary payments, travel, and consulting fees, is not allowable unless specifically approved by the BSCC in advance.

## **N. FUNCTIONAL TIMESHEETS**

A functional timesheet is a method for recoding the amount of an employee's time spent on the job, which reflects actual time spent working on activities specific to the applicable grant program and other fund sources. All grant funded personnel (including personnel being used to meet match/leverage requirements) who are directly allocated to the grant, either in whole or in part, must maintain functional timesheets that:

- Indicate the actual time worked by the employee on the BSCC Grant award, and
- Are approved by both the employee and their supervisor.

## **O. COSTS – DIRECT AND INDIRECT**

The BSCC indirect costs rates for federal and state grants are provided in this section. Please contact your lead Field Representative if you have any questions.

Acronyms used in this section:

- BSCC – Board of State and Community Corrections
- CFR – Code of Federal Regulations
- ICRP – Indirect Cost Rate Proposal (Prior to federal approved rate)
- MTDC – Modified Total Direct Cost
- NICR – Negotiated Indirect Cost Rate (Post federal approval of rate)
- OMB – U.S. Office of Management and Budget
- RFP – Request for Proposal

### **1. General Information**

#### **Direct Project Costs**

Direct project costs are those allowable costs that can be (a) directly associated to a particular grant activity and (b) accounted for separately with a high degree of accuracy. Examples of direct costs include staff salaries, materials and supplies, and travel.

#### **Indirect Project Costs**

Indirect project costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Examples of indirect costs include utilities and rent expense, health insurance, equipment depreciation, clerical and managerial salaries, human resources, accounting and legal fees, office, and cleaning supplies.

#### **Chargeable Project Costs**

Chargeable costs are those costs that may be expensed to an award. In determining chargeable costs, a grantee should consider if the costs are:

- Reasonable – ordinary and necessary, supports the operation, and contributes to ability to conduct grant's mission.
- Allocable – easily assigned to the grant.
- Allowable – as determined by:
  - OMB Guidelines, Uniform Guidance (2 CFR Part II Subpart E – Cost Principles),
  - State of California, State Administrative Manual, and

- Terms and conditions of their Grant Agreement, and BSCC Grant Administration Guide provisions.
- Consistently treated as either a direct or an indirect cost and are in accordance with Generally Accepted Accounting Principles.

## **2. Recordkeeping**

Grantees agree to maintain and provide access to records for purposes of examination for a period of three (3) years from the end of the Grant Agreement, unless a longer period of record retention is stipulated. This also refers to any subcontractor(s) documentation.

Applicants who apply for BSCC grant funds are required to develop a budget according to the RFP instructions. In RFPs that allow for an indirect cost rate, a line item will be included in the budget template for the applicant to include this information. Once an award is approved by BSCC, the budget becomes the approved grant budget. Grantees agree to maintain all records and supporting documents pertaining to the creation of such budget.

The grantee agrees that the BSCC and any or all of the following agencies shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement:

- U.S. Federal Government or their designated representative(s) (if federally funded grant program);
- California State Auditor or their designated representative(s);
- California Department of Finance – Office of State Audits & Evaluations or their designated representative(s);
- California State Controller's Office or their designated representative(s)

## **3. Claiming Indirect Costs on an Invoice**

Grantees are responsible for reviewing and approving invoices to ensure they are proper and in accordance with the terms and conditions of their Grant Agreements and approved budgets prior to submission to the BSCC.

Grantees that claim indirect costs on an invoice must use the indirect cost rate listed in their executed Grant Agreement. When requesting reimbursement for indirect costs, it is important to remember that the indirect cost rate is applied to the amount that was actually expended and requested for reimbursement, and not the amount that was originally budgeted.

All costs must be supported by accounting records (e.g., invoices, purchase orders, and canceled checks or other records supporting payments), which show the actual expenses.

## **4. Federally Funded Grant Programs: Indirect Cost Rates**

Unless otherwise specified in the grant's RFP and Grant Agreement, entities directly applying for and receiving federal grant funds may only budget and charge indirect costs by using one of the following indirect cost options:

### Federal Indirect Cost Rate Option 1:

- Grantees may use their NICR (derived from a federal formula) to seek reimbursement for indirect costs.
  - Evidence of NICR approval must be available to BSCC and cover the current grant period's budget and expenditures. Evidence should include information on the base(s) used to distribute indirect costs, and the treatment of fringe benefits and paid absences. For a multi-year grant, an NICR is required for each grant year or performance period.



- A grantee or applicant awarded federal funds may use this option to budget for indirect costs only if they have a NICR already in effect.
- See *Obtaining a Federally Approved NICR* section for additional information.

#### Federal Indirect Cost Rate Option 2:

- Grantees without a NICR may use the Federal De Minimis (10% of MTDC<sup>2</sup>) to seek reimbursement for indirect costs.

#### **Budgeting for Indirect Costs for Federally Funded Grants**

Unless otherwise specified in the RFP and Grant Agreement, indirect costs may be budgeted for and claimed by applicants and grantees in the Grant Funds and/or Match Funds columns of the Project Budget Table within the grant proposal.

Examples of how to budget for indirect costs using Federal Indirect Cost Options 1 and 2 are shown in the tables on the following pages:

#### Federal Indirect Cost Rate Option 1 – Federally Approved NICR

In this example, the approved NICR for a grantee is 25%. The grantee's cost base is salaries & wages plus fringe benefits. Add the totals for salaries & wages plus fringe benefits and multiply this amount by 25%. The following budget table displays the amount budgeted for indirect costs in greater detail:

Table 1. Example – Grantee Budget Using Federal Option 1

<b>Cost Category</b>	<b>Grant Funds Budget Amount</b>	<b>Indirect Cost Calculation</b>
Salaries & Benefits	\$88,500	
Services and Supplies	\$1,000	\$88,500
Other (Travel, Training, etc.)	\$2,500	x 25%
Other Direct Costs	+ \$1,500	\$22,125
Total Direct Costs	\$93,500	
<b>Indirect Cost Calculation</b>	<b>+ \$22,125</b>	
<b>Total Grant-Funded Project Budget</b>	<b>\$115,625</b>	



Grantees using Federal Indirect Cost Rate Option 1 must immediately notify BSCC if the NICR changes during the grant period. The grantee may be required to submit a Modification Request (BSCC Form 223.1, located within the Financial Workbook) with the updated NICR, including when using the approved rate for matching funds (in total or in part).

<sup>2</sup> Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. See 2 CFR § 200.68 for full definition of MTDC.

### Federal Indirect Cost Rate Example: Option 2 – Federal De Minimis (10% of MTDC)

In this example, the grantee adds direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. The resulting amount is multiplied by 10%. The following budget table displays the amount budgeted for indirect costs in greater detail:

Table 2. Example – Grantee Budget Using Federal Option 2

<b>Cost Category</b>	<b>Grant Funds Budget Amount</b>	<b>Indirect Cost Calculation</b>
Salaries & Benefits	\$88,500	
Services and Supplies	\$1,000	
Other (Travel, Training, etc.)	\$2,500	
Other: Subaward #1	\$35,500	
Other: Subaward #2	<u>+ \$25,000</u>	
Total Direct Costs	\$152,500	
Less: Subaward Amount over \$25,000	<u>- \$10,500</u>	
MTDC	\$142,000	 \$142,000
<b><u>Indirect Cost Calculation</u></b>	<u>+ \$14,200</u>	 x 10% \$14,200
<b>Total Grant-Funded Project Budget</b>	<b>\$166,700</b>	

### **Indirect costs and Matching Contributions**

If a grantee is required to provide matching contributions within the grant budget, please see 2 CFR § 200.306 (available at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.306>).

### **Federal Records Retention for Approved Indirect Cost Rate Documentation**

Records relevant to the development of the NICR, including an ICRP or CAP must be retained along with all grant-specific documentation for a period of three (3) years from the end of the Grant Agreement. This requirement also pertains to subcontractor documentation. Refer to section O.2. *Recordkeeping* for additional information.

### **Determining Indirect Cost Rates for Federally Funded Subcontractors**

Grantees directly receiving federal funds that subcontract using BSCC grant funds must use either Federal Indirect Cost Rate Option 1 or 2 when determining an indirect cost rate with a subcontractor.

## **5. State-Funded Grant Programs: Indirect Cost Rates**

Unless otherwise specified in the grant's RFP and Grant Agreement, entities directly applying for and receiving state grant funds may only budget and charge indirect costs by using one of the following indirect cost options:

Approved Indirect Cost Rate for State-Funded Grants:



- Grantees that have a NICR may use the rate to seek reimbursement for indirect costs up to 20% of grant funds.
  - Evidence of NICR approval must be available to BSCC and cover the current grant period's budget and expenditures. Evidence should include information on the base(s) used to distribute indirect costs, and the treatment of fringe benefits and paid absences. For a multi-year grant, an NICR is required for each grant year or performance period.
  - Grantees without an approved NICR may claim indirect costs up to 10% of all grants funded direct costs.

### Budgeting for Indirect Costs for State-Funded Grants

Indirect costs may be budgeted for by applicants and claimed by grantees in the Grant Funds and/or Match Funds columns of the Project Budget Table within the grant proposal.

Tables 3, 4, and 5 on the following pages provide examples of state-funded grants calculating the indirect cost.

#### Negotiated Indirect Cost Rate Examples for State-Funded Grants

In this example, the Grantee's NICR is 15%, which is the maximum amount that can be claimed for grant fund reimbursement. Therefore, the grantee would add all direct costs and multiply this amount by 15% for the total amount of indirect costs that can be claimed using grant funds. The following budget table displays the amount budgeted for indirect costs in greater detail:

**Table 3.** Example – Grantee Budget Using a Federally Approved Indirect Cost Rate Less than 20%

Cost Category	Grant Funds Budget Amount	Indirect Cost Calculation
Salaries & Benefits	\$75,000	
Services and Supplies	\$16,500	
Professional Services	\$9,500	
NGO Subcontracts	\$750,000	
Equipment / Fixed Assets	\$6,500	
Data Collection	\$21,500	
Program Evaluation	\$15,000	
Other (Travel, Training, etc.)	\$2,000	
Financial Audit	+ \$25,000	
Total Direct Costs	\$921,000	→ \$921,000
		x 15%
<b>Indirect Cost Calculation</b>	+ \$138,150	← \$138,150
<b>Total Grant-Funded Project Budget</b>	<b>\$1,059,150</b>	

Grantees using a NICR for State-Funded Grants must immediately notify the BSCC if the rate changes during the grant period. The grantee may be required to submit a Modification Request (Form BSCC 223.1, located in the Financial Invoice Workbook) with the updated rate.

In this next example, the Grantee's NICR 25%. The BSCC maximum indirect cost rate for grant fund reimbursement is up to 20%. Therefore, the grantee would add all direct costs and multiply this by the maximum allowable rate of 20%. The following budget table displays the amount budgeted for indirect costs in greater detail:

**Table 4.** Example – Grantee Budget Using a Federally Approved Indirect Cost Rate Greater than 20%

<b>Cost Category</b>	<b>Grant Funds Budget Amount</b>	<b>Indirect Cost Calculation</b>
Salaries & Benefits	\$75,000	
Services and Supplies	\$16,500	
Professional Services	\$9,500	
NGO Subcontracts	\$750,000	
Equipment / Fixed Assets	\$6,500	
Data Collection	\$21,500	
Program Evaluation	\$15,000	
Other (Travel, Training, etc.)	\$2,000	
Financial Audit	+ \$25,000	
Total Direct Costs	\$921,000	→ \$921,000
		x 20%
<b>Indirect Cost Calculation</b>	+ \$184,200	← \$184,200
<b>Total Grant-Funded Project Budget</b>	<b>\$1,105,200</b>	

Grantees using a NICR for State-Funded Grants must immediately notify the BSCC if the rate changes during the grant period. The grantee may be required to submit a Modification Request (Form BSCC 223.1, located in the Financial Invoice Workbook) with the updated rate. See the BSCC grant guide section below for **Indirect costs and Matching Contributions** indirect costs.

State-Funded Grantees Without a NICR Example (up to 10% maximum of direct grant funds):

In this example, the grantee does NOT have a NICR. Therefore, the grantee would add all direct costs and multiply this amount by up to 10% for the total amount of indirect costs that can be claimed using grant funds. The following budget table displays the amount budgeted for indirect costs in greater detail.

**Table 5.** Example – Grantee Budget Using the BSCC Maximum 10% Indirect Cost Rate for Grantees without a NICR

Cost Category	Grant Funds Budget Amount	Indirect Cost Calculation
Salaries & Benefits	\$75,000	
Services and Supplies	\$16,500	
Professional Services	\$9,500	
NGO Subcontracts	\$750,000	
Equipment / Fixed Assets	\$6,500	
Data Collection	\$21,500	
Program Evaluation	\$15,000	
Other (Travel, Training, etc.)	\$2,000	
Financial Audit	+ \$25,000	
Total Direct Costs	\$921,000	→ \$921,000
		x 10%
<u>Indirect Cost Calculation</u>	+ \$92,100	← \$92,100
<b>Total Grant-Funded Project Budget</b>	<b>\$1,013,100</b>	

## 6. Indirect Costs and Matching Contributions

If a grantee is required to provide matching contributions within the grant budget, the grantee may use their NICR for grant fund reimbursement, match contributions, or a combination of both, not to exceed, in total, the maximum allowed rate.

For example, a grantee's NICR is 15%. The grantee may use the 15% NICR as grant funded reimbursement in the Indirect Costs Line Item only (Ex. 1), 15% NICR as matching contributions in the Indirect Costs Line Item only (Ex. 2) or split the 15% NICR (as determined by the grantee) between grant funded reimbursement in the Indirect Costs Line Item and matching contributions in the Indirect Costs Line Item (Ex. 3).

Ex. 1: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 15%	15%	0%
Ex. 2: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 15%	0%	15%
Ex. 3: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 15%	8%	7%

The same would apply for grantees using the 10% BSCC maximum rate for grantees without a NICR.

Ex. 1: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
BSCC @ 10%	10%	0%

Ex. 2: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
BSCC @ 10%	0%	10%

Ex. 3: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
BSCC @ 10%	4%	6%

If a grantee has a NICR rate greater than the BSCC maximum allowed 20% Indirect Cost Line Item for grant fund reimbursement, the grantee may use the difference as part of their match contributions.

Ex. 1: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 25%	20%	5%

Ex. 2: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 25%	0%	25%

Ex. 3: Indirect Costs Line Item	Grant Fund Budget	Match Fund Budget
NICR @ 25%	14%	11%

All other match contributions (excluding the Indirect Costs Line Item) MUST be direct costs contributed to the grant project with corresponding match supporting documentation.

### State Records Retention for Approved Indirect Cost Rate Documentation

Records relevant to the development of the Federal NICR, must be retained along with all grant-specific documentation for a period of three (3) years from the end of the Grant Agreement. This requirement also pertains to subcontractor documentation. Refer to section O.2. *Recordkeeping* for additional information.

### Determining Indirect Cost Rates for State-Funded Subcontractors

Grantees directly receiving state funds that subcontract using BSCC grant funds must use local contracting rules unless otherwise stated in the grant's RFP and Grant Agreement when determining an indirect cost rate with a subcontractor.

## 7. Obtaining a Federally-Approved NICR – State and Federal Grant Recipients

Should an applicant or grantee seek to obtain a Federal NICR, it will be required to prepare an annual ICRP and submit it to its federal cognizant agency. Typically, the federal cognizant agency is the agency that awards the most federal funds to that grantee or applicant.

Note: A grantee or applicant that is a governmental department or agency unit that receives more than \$35 million in direct federal funding is required to obtain a federal NICR.

An **ICRP** is the documentation prepared by a grantee requesting an indirect cost rate. This package normally includes the proposal, related audited financial statements, and other detail supports such as general ledger, trial balance, etc.

The requirements for the development and submission of ICRPs are set out in Federal OMB Appendices III-VII of 2 CFR, Part 200.

A grantee developing an ICRP for federally funded grant solicitations should follow the guidelines applicable to its type of organization:

- Non-Government Organizations use 2 CFR § 200, Appendix IV;
- State/Local Government Central Service Cost Allocation Plans use 2 CFR § 200, Appendix V;
- State/Local/Tribal Indirect Cost Proposals use 2 CFR § 200, Appendix VII.

Find more information on ICRPs at: <https://www.ojp.gov/funding/part200uniformrequirements> and state and local governments at: [https://sco.ca.gov/pubs\\_guides.html](https://sco.ca.gov/pubs_guides.html) (Countywide Cost Allocation Plan Guidelines and Information).

## 5. OPERATING EXPENSES

### General

Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the Grant Award) and be incurred during the grant cycle. The BSCC reserves the right to make the final determination if an operating expense is allowable and necessary. All charges must be clearly documented and rounded off to the nearest whole dollar.

During the grant performance period, individual line items within the operating expense category (with the exception of Consultant or Contract services) may vary from budgeted amounts without prior BSCC approval as long as the total amount budgeted in the category remains the same.

### A. ALLOWABLE EXPENSE ITEMS

A project may, unless otherwise prohibited, include the following expenses under the Operating Expenses category:

- Answering service fees;
- Bank service charges and check printing fees;
- Computer with an acquisition cost of \$4,999\* or less;
- Computer equipment rentals;
- Confidential expenditures (e.g., asset forfeiture and sting operations);
- Conferences, seminars, workshops, and training;
- Consultant services;
- Equipment service and maintenance agreements (including those for computers);
- Facilities costs;
- Film or videotape (film or videotape with an acquisition cost of more than \$5,000 per unit and a useful life of more than one year must be charged in the Equipment category);
- Financial audit allowances;
- Furniture and office equipment with an acquisition cost of \$4,999\* or less per unit;
- Insurance, e.g., vehicle, fire, bonding, theft, and liability (to include malpractice and board liability);

- Internet access;
- Janitorial services;
- Moving expenses;
- Office supplies;
- Office space;
- Postage;
- Printing;
- Rental or lease of equipment;
- Research forms;
- Software (if not part of a computer package);
- Storage space for evidence;
- Subscriptions;
- Telephone (telephones with an acquisition cost of more than \$5,000 per unit and a useful life of more than one year must be charged in the equipment category);
- Training materials;
- Travel and per diem;
- Utilities; and
- Vehicle maintenance.

If an item is not listed, consult the terms of the program to determine if the expense is allowable.

*\* Any of these items with an acquisition cost of \$3,500 or more require prior approval by the BSCC. The Grantee must submit a written declaration that the items to be purchased are: 1) to be used for services directly associated with the project; 2) essential to the success of the project; and 3) less expensive than leasing or renting the equipment for the grant cycle (based on an investigation of lease and rental options).*

## **B. PROVISIONS REGARDING ALLOWABLE OPERATING EXPENSES**

Operating expenses which cannot be directly charged to a specific project or funding source, such as expenses related to a copier, utilities or janitorial service, must be prorated on the basis of percentage of usage or other reasonable job-costing basis. An allocation plan must be prepared to determine how such operating expenses should be allocated. Schedules of the methods used to allocate such operating expense must be maintained for audit purposes.

The basis of allocating operating expenses must be reviewed and adjusted accordingly by the Grantee on a periodic basis.

Payments made for certain types of expenses which apply to long periods of time also become allocated expenses. For example, the Grantee pays for an insurance policy with a term of one year (November 1, 2014 to October 31, 2015), and the grant cycle (July 1, 2015 to June 30, 2016) includes four months of this one-year period. The Grantee then may allocate one-third (four months) of the insurance costs to the grant.

## **C. CONFIDENTIAL EXPENDITURES**

Confidential expenditures are only allowable for grants to state and local law enforcement agencies that use grant personnel working in an undercover capacity, unless otherwise specifically authorized in the terms of the program.

**Requests for Approval – Confidential Expenditures:** If not previously authorized in the approved Grant Award, confidential expenditures must be requested using a modification and

approved prior to any expenditure. The criteria for confidential expenditures are in the terms of the program.

#### **D. FACILITY RENTAL**

Office space for full-time employees and space for files, meetings, mail and supplies may be charged to the grant.

It is the responsibility of the Grantee to ensure that these are consistent with prevailing rates in the local area.

Space for part-time employees must be prorated. For the purpose of this section, the term “employee” includes documented volunteers.

##### **1. Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space**

Rental space for training, individual or group counseling rooms may also be charged to the grant if authorized in the terms of the program, and providing the rental space charged is based on actual costs to the Grantee and not reimbursed by any other source.

If other required space, such as a storage or evidence room is allowed in the terms of the program, the Grantee must provide justification for charging the costs to the grant.

Such justification must address the cost and need for the space, how it relates to the project’s objectives, and why the agency cannot provide the space at no cost to the grant.

##### **2. Donated Space**

A Grantee can claim office space used in a program as in-kind match when they are the owners of the building or the space has been donated.

The value claimed for donated space cannot exceed the monetary value of what would normally be charged for the space in that geographical area.

There must be documentation on file which explains and supports the way the value for the match is determined.

#### **E. MOVING EXPENSES**

Projects may budget for moving expenses as long as such expenses are reasonable and related to the accomplishment of grant objectives. For example, a project may claim moving expenses if the project site is being relocated to another site and it is necessary to relocate BSCC-funded supplies, office equipment, etc. to the new site. Moving expenses may not be charged to the grant for transporting personal belongings of staff nor may staff relocation expenses be charged to the grant for costs associated with the project move. Further, projects may not use BSCC grant funds to pay for relocation expenses associated with the hiring of new staff.

If the project is one of many components of a larger organization, the project may only charge the prorated share of expenses proportionate to the BSCC-funded project’s percentage of the organization’s total overall budget.

#### **F. RENTED OR LEASED EQUIPMENT**

An explanation and cost analysis must be submitted if equipment, budgeted in the operating expenses or equipment category, is to be rented or leased. This written analysis must demonstrate how it is more cost effective to rent or lease the equipment rather than purchase it.

The project must receive approval from BSCC prior to the execution of any rental or lease agreement. If the request is made after the grant is awarded, a Grantee must attach the analysis to a completed modification.



## **G. TRAVEL AND PER DIEM**

Travel is usually warranted when personal contact by project-related personnel is the most appropriate method of completing project-related business.

The most economical method of transportation, in terms of direct expenses to the project and the project-related personnel's time away from the project, must be used.

Grantees are required to include sufficient per diem and travel allocations for project-related personnel to attend any required BSCC training conferences or workshops as described in the Request for Proposals and Grant Agreement.

### **1. Out-of-State Travel**

Out-of-state travel is generally restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Agreement, Grantees must submit a separate written request on Grantee letterhead for approval to the assigned BSCC Field Representative. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **2. Units of Government**

Grantees that are units of government using BSCC funds may follow either their own written travel and per diem policy or the California State travel and per diem policy. Units of government that plan to use cars from a state, county, city, district carpool, or garage may budget either the mileage rate established by the carpool or garage, or the state mileage rate, not to exceed the loaning agency.

### **3. Non-Governmental Organizations (NGOs)**

Grantees that are NGOs using BSCC funds must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

### **4. Tribes**

Grantees that are Tribes must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

### **5. State Travel and Per Diem Policies**

#### **a) General**

The information below provides details about the State travel policy. The reimbursement rates are maximums, not allowances. In the event of an audit, employees must be able to produce receipts substantiating the amount claimed. To verify rates, go to:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>



**b) Mileage**

When the Grantee utilizes a privately-owned vehicle on project-related business, a maximum rate per mile is allowed at this time. Grantees may verify the current State-approved mileage rates at:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

**c) Meals and Incidental Expenses**

**Breakfast** - Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

**Lunch** - Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

**Dinner** - Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

**Incidental Expenses** - Incidental expenses may be claimed for trips of 24 hours or more.

To view meal and incidental rates, go to:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

**d) Lodging – With Receipts**

Excess lodging costs are restricted and only allowed in exceptional situations. Grantees must justify the need and receive prior written approval from BSCC before incurring expenses for excess lodging costs.

**e) Other**

Reimbursement for shuttle or hotel-bus fares, bridge and road tolls, and parking charges must be supported by receipt if amounts exceed the following exceptions to the California State Receipt Policy located at: <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>.

**H. FOOD AND BEVERAGES**

**1. Justification**

Unless otherwise prohibited by law, or by the specific terms and conditions of the grant program, grant funds may be used to purchase food and beverages for individuals receiving grant-funded services and programs.

BSCC recognizes that offering food and beverages can help maximize participation among clients. Meals or snacks can be used to encourage attendance among clients who are reluctant to attend, or when programs are held during the lunch or dinner hours or as part of a day-long activity.

**2. Definitions**

Allowable food and beverage purchases include snacks or meals provided to individuals receiving programs and services funded by the grant. Food and beverage purchases must be reasonable, necessary for participants, and clearly linked to grant-funded activities. Grant funds may not be used to purchase alcohol, tobacco or marijuana products.

Grant funds may not be used to purchase food and beverages for grant staff or partner agency staff, even if it is a grant-related event. Grantees who wish to request an exception to this rule should contact the BSCC Field Representative and present justification for why the food and beverages are necessary to the success of the program model.

### 3. Requesting Approval

Explicit prior approval from BSCC is required for the purchase of food and beverages, even if the items were mentioned in the grant application approved for funding by the Board.

Grantees seeking approval to purchase food and beverages must submit a memo to the BSCC Field Representative. (Note: It is not necessary to submit a memo for each individual purchase; the memo may contain a list of purchases for the entire grant period.) There is no format for the memo, but it must contain the following information:

- (a) A description of the activity or program for which the food and beverages will be purchased.
- (b) The name of the subcontractor (if applicable) that will be purchasing the food and beverages.
- (c) A description of the items that will be purchased, with the corresponding costs. Provide as much line-item detail as possible and show the total cost. \* For example:

4 pizzas per week x 25 weeks @ \$15 per pizza.....	\$ 1,500
2 cases sodas per week x 25 weeks @ \$10 per case.....	\$ 500
2 dozen cookies per week x 25 weeks @ \$10 per dozen.....	<u>\$ 500</u>
Total .....	\$ 2,500

*\*If the exact quantity or cost is not known, provide detailed estimates.*

- (d) The approximate number of grant-funded participants that will benefit from the food and beverages.
- (e) A justification for the purchase of food and beverages to describe how the purchases will benefit the grant project.

Discretion for final approval of any purchases under this section lies with BSCC. Purchases should not be made until BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made without prior approval.

### 4. Documentation

Grantees should follow any internal policies and procedures that exist for the purchase, documentation and tracking of food and beverages. Grantees must also ensure compliance with any applicable procurement rules.

At a minimum, the grantee must maintain all receipts and supporting documentation related to the purchase. Supporting documentation could include program schedules, lists of attendees, class rosters, etc.

## I. PROGRAM INCENTIVES AND PARTICIPANT SUPPORT ITEMS

### 1. General Guidelines

Unless otherwise prohibited by law or by the specific terms and conditions of the grant program, grant funds may be used to purchase items used as participant support items and program incentives for program participation and/or program completion.

BSCC recognizes that offering incentives can help maximize participation among clients and justice-involved clients. Participant support items and program incentives can be used to encourage program participation, to reward participants who meet certain documented milestones, and to celebrate program completion.

Participant support items and program incentives must be reasonable and clearly linked to grant-funded activities.

## **2. Requesting Approval**

Explicit prior approval from BSCC is required for the purchase of participant support items and program incentives, even if the items were included or budgeted in the grant application approved for funding by the Board.

Grantees seeking approval to purchase participant support items and program incentives must submit a memo to the BSCC Field Representative (see [“Using Grant Items for Participant Support Costs and Incentives justification form”](#)). (Note: It is not necessary to submit a memo for each individual purchase; the memo may contain a list of purchases for the entire grant period.)

Discretion for final approval of any purchases under this section lies with BSCC. Purchases should not be made until BSCC approves the written request. The BSCC shall not be obligated to reimburse purchases made without prior approval.

## **3. Types of Allowable Expenses May Include:**

Participant Support Items:

- Personal Care and Healthcare Items
  - Clothing, hygiene items, medication co-pays, physician recommended medical devices or products, etc.
- Vital Document Expenses
  - Expenses related to obtaining a CA ID or Driver’s License, social security card, birth certificate, etc.
- Transportation
  - Tokens, taxi vouchers, bus passes for social services, educational, court, or program related appointments, etc.
  - Vehicle maintenance expenses.
  - Purchase of gasoline or mileage reimbursement.
  - Purchase of a bicycle or other non-motorized vehicle.
- Education and Employment Support
  - Work clothes or equipment required by an employer or training program.
  - Tuition enrollment fees for training or education programs.
  - Subsidized employment.
  - Books, backpacks or other supplies for training/education programs.
- Housing Related Costs
  - Rental assistance.
  - Reasonable costs related to one-time move-in necessities for long-term housing placements.
  - Fees for applications, credit checks, or enrollment costs for housing opportunities.
  - Utilities, property maintenance costs, etc.

Program Incentives: (no cash payments allowed):

- Gift cards
- Stipends

- Field trips/Excursions (e.g. sporting events, movies, camping trips, amusement parks, etc.)

#### **4. Documentation**

Grantees should follow any internal policies and procedures that exist for the purchase, documentation, and tracking of participant support items and program incentives. Grantees must also ensure compliance with any applicable procurement rules.

At a minimum the grantee should maintain a log that records:

- a) the type of incentive or participant support item that was distributed;
- b) the date it was distributed;
- c) the name and signature of the individual who received it;
- d) the name and signature of the staff person who distributed it; and
- e) the name and signature of a supervisor.

### **J. PROHIBITED EXPENSE ITEMS**

#### **1. Bonuses/Commissions**

Projects are prohibited from paying any bonus or commission to any individual, organization, or firm unless specifically authorized by the terms of the program.

#### **2. Lobbying**

BSCC federal and state grant funds, grant property, or grant funded positions shall not be expended or used for any of the following lobbying activities.

##### **a) Prohibited Lobbying Activities**

- Attempts to influence the outcome of any federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
- Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
- Attempts to influence: (1) the introduction of federal or state legislation; or (2) the enactment or modification of any pending federal or state legislation through communication with any member or employee of the Congress or state Legislature (including efforts to influence state or local officials to engage in similar lobbying activity), or with any government official or employee in connection with a decision to sign or veto enrolled legislation;
- Attempts to influence: (1) the introduction of federal or state legislation; or (2) the enactment or modification of any pending federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fund-raising drive, lobbying campaign or letter writing or telephone campaign; or
- Attending legislative liaison activities, including legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation are prohibited when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying.

## **b) Activities Exempt from the Prohibition**

- Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract, or other agreement, such as:
  - Offering testimony in a hearing, statements, or letters,
  - to Congress or a state Legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the Grantee member, Legislative body or subdivision, or a cognizant staff member thereof,
  - provided such information is readily obtainable and may be readily put in deliverable form; and
  - Costs for travel, lodging, or meals related to this activity are unallowable unless: (1) the testimony is offered at a regularly scheduled Congressional or state Legislative hearing; and (2) it was made pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
- Any lobbying made unallowable by Section 1.2 above to influence state legislation in order to directly reduce the cost or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
- Participating in any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.
- Providing testimony before legislative bodies reviewing the effectiveness of grant programs.
- Introducing and offering support in the state Legislature of general statutory reform, such as criminal code revisions, court reform, etc.

## **3. Fundraising**

BSCC grant funds cannot be used for fundraising. For example, grant funds cannot be used to organize financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions, unless fundraising for the furtherance of grant objectives is specifically allowed under the terms of the program.

## **4. Real Property and Improvements**

Expenses for real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the terms of the program.

## **5. Interest, Charges, Fees, and Penalties**

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures. The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

## **6. Weapons and Ammunition**

The cost of weapons and/or ammunition of any type are not allowable expenditures, unless it is part of a governmental negotiated benefit package, or specifically authorized in the terms of the program.

## **7. Dues, Licenses, and Fees**

Membership dues for the licensing or credentialing of professional personnel, the cost of the license, and any annual professional dues or fees are not allowable expenditures unless they are part of a governmental benefit package or specifically authorized by the terms of the program.

## **8. Depreciation**

Depreciation charges are not allowable expenditures.

# **6. EQUIPMENT / FIXED ASSETS**

Equipment and fixed assets are nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax and installation). If equipment is purchased as a complete package (i.e., computer, monitor, modem, software, etc.), the total package cost, not the unit cost, would determine if it qualifies under the equipment category. All equipment purchased by the Grantee is the property of the Grantee. BSCC does not claim title to the equipment but requires the Grantee to maintain accountability for the equipment.

## **A. PRIOR APPROVAL**

All equipment or fixed assets with an acquisition cost of \$3,500 or more require prior approval by the BSCC. The Grantee must submit a written declaration that the equipment or fixed assets to be purchased are: 1) to be used for services directly associated with the project; 2) essential to the success of the project; and 3) less expensive than leasing or renting the equipment for the grant cycle based on an investigation of lease and rental options.

## **B. ALLOWABLE EQUIPMENT**

Equipment that is directly related to and used for project activities will be considered for purchase approval only if no other equipment owned by the applicant is available and suitable for the project. Projects are expected to purchase only energy efficient equipment whenever possible and appropriate.

Grant funds cannot be used for equipment if specifically prohibited in the authorizing legislation or restricted in the terms of the program.

Grant funds cannot be used to reimburse the project for equipment obtained prior to the beginning of the grant cycle.

Equipment should be ordered as soon as possible so that it can be placed in service during the grant cycle.

### **1. Motorized Vehicles**

Aircraft, watercraft, and other motorized vehicles (except automobiles) are not allowable budget items unless specifically authorized in the terms of the program.

### **2. Automobiles**

If automobiles are allowable pursuant to the terms of the program, the Project must provide substantial justification demonstrating the grant-related need. The justification must be submitted attached to a modification if not previously authorized in the approved Grant Award and include the following information:

- Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office;
- Describe the lack of available agency vehicles;

- Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours; and
- Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

### **3. Computers and Automated Equipment**

#### **a) Internet Access**

Funded projects are required to maintain internet access with an established e-mail address for grant-related communication with BSCC. Grant funds may be used for this purpose unless specifically restricted by the terms of the program.

#### **b) Justification**

The purchase of computers and automated equipment necessary to achieve grant objectives may be requested unless prohibited in the terms of the program. Approval for purchases is contingent on the project's ability to demonstrate a cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The amount of information necessary will be determined by the complexity of the proposed system.

#### **c) Cost**

The cost of a computer system must include all expenses required to purchase, install and operate the system. These expenses include, but are not limited to hardware, software, maintenance, upgrade, training, conversion, technical assistance, consultants, programmers, analysts, furniture, supplies, modems, telephone lines, and connect time to mainframe or data centers. Computers and related expenses must be itemized in the budget pages of the Grant Award and described in sufficient detail to allow BSCC to assess their size and complexity.

#### **d) Community-Based Organization (CBO)**

Applicants from community-based organizations may budget for computer equipment, software, and related costs. BSCC will evaluate the proposed purchase on the basis of grant-related need.

If the implementing agency is a CBO sponsored by a unit of government, BSCC's policy for CBOs will apply, and BSCC will also evaluate the proposed purchase of computer equipment, software, and related costs.

#### **e) Units of Government**

Applicants from units of government may budget for computer equipment, software, and related costs. BSCC will evaluate the proposed purchase on the basis of grant-related need.

Units of government using federal funds to establish or enhance criminal intelligence systems are also subject to 28 CFR Part 23, Criminal Intelligence Systems Operating Policies. Consult the specific terms of the program for information regarding additional requirements and approvals.

#### **f) Justification – Computers and Automated Systems**

To certify that all resources (e.g., hardware, software, personnel, and telecommunications) to be utilized by the project are in compliance, the Project Director must submit a written justification. If not previously authorized in the approved grant award, the justification must be attached to a modification and demonstrate that the purchase abides by applicable



standards, policies, and procedures for automated systems as contained within the terms of the program, the agency's local policies and operating procedures, and this Guide.

#### **4. Lease-to-Purchase Agreement**

If a lease-to-purchase equipment is requested, a Grantee must submit a justification and cost analysis, demonstrating that it is more cost effective to lease rather than purchase the item.

If a lease-to-purchase agreement is not previously authorized in the approved Grant Award, the justification and cost analysis must be submitted with a modification. The Project must receive BSCC approval prior to the signing of the lease/purchase agreement.

#### **5. Equipment Identification and Records**

Projects must maintain a readily identifiable inventory of all equipment purchased wholly, or in part, with BSCC grant funds. Equipment must be noted in a log, either written or digital containing the following information for as long as the equipment is owned by the Grantee.

Equipment records must contain the following information:

- A description of the property;
- Serial number, or other identification number;
- Source of the property;
- Identification of the title holder;
- Acquisition date;
- Cost of the equipment;
- Percentage of Federal participation in the cost of the equipment;
- Location of the equipment;
- Use and condition of the equipment;
- Unit acquisition cost; and
- Disposition, data, including date of disposal and sale price.

A Grantee must take a physical inventory of equipment and reconcile the results with the equipment records at least once every two years.

The Project is responsible for maintaining all equipment purchased with grant funds and the equipment must be available for review by BSCC staff during Site and Monitoring visits.

#### **6. Losses/Replacements**

Projects must safeguard equipment purchased with grant funds and are responsible for any losses. Lost, stolen, or destroyed equipment must be reported to BSCC in writing within 14 calendar days of the date of the loss. The report must include appropriate police reports, insurance claims, and a letter signed by the Project Director explaining the circumstances involved and the precautions taken to prevent such losses from occurring in the future. The report must also detail how the equipment will be replaced, the timeframe for replacement, and the potential impact on program objectives without replacement of the equipment.

Damaged equipment that will not be repaired must be reported to BSCC on a modification within 14 calendar days of the date of damage, with a justification explaining how grant objectives will be achieved without the equipment. Projects must obtain written approval from BSCC prior to replacing, trading, or otherwise disposing of damaged, lost, or stolen grant equipment.



## 7. CONTRACTS AND PROCUREMENTS

### A. RESPONSIBILITY

The Grantee is the responsible entity, without recourse to BSCC, regarding the settlement and satisfaction of all contractual and administrative issues arising from contracts of the Grantee and Grant Award procurements. This responsibility includes, but is not limited to, disputes, claims, and protests of awards.

#### 1. Units of Government Guidelines

Governmental entities must comply with applicable procurement laws and policies for their jurisdiction when contracting for goods or procuring services. Matters concerning violation of laws must be referred to the local, state, or federal authority having jurisdiction.

#### 2. Definitions

##### a) Contracts

Contracts refer to the purchasing of services including, but not limited to, independent CPA audits, maintenance agreements, accounting services, and consultants. All contracts are subject to BSCC contract standards as outlined in this section.

##### b) Procurement

Procurement refers to the purchasing of goods necessary to carry out the project objectives. BSCC procurement standards apply to all contracts for goods, including office supplies, and equipment paid for in whole or in part by grant funds.

#### 3. Approvals

All contracts and procurements must be for allowable expenditures according to the terms of the grant program under which the agreement is funded.

Purchases for computers and/or equipment valued at \$3,500 or more, which were not previously approved in the Grant Award budget, require prior approval from the BSCC.

For CBOs and entities that are **not** units of government, contracts over \$50,000 require BSCC prior approval. Requests for approval must include the procedures that will be used to comply with section 7.B. below.

### B. METHODS OF CONTRACTING AND/OR PROCUREMENT

For non-governmental entities, contracts and procurements that use grant funds must be made by one of the following methods:

#### 1. Informal Advertising

##### a) Contracts and Procurements under \$5,000

Contracts and procurements under \$5,000 do not require formal advertising. However, informal competition is still suggested for purchases between \$100 and \$4,999.

##### b) Documentation

Documentation showing the service providers or vendors contacted, including the vendor's name, address, telephone number, who provided the quote, the date contacted, and the prices quoted, must be maintained in the project's files for audit purposes. A minimum of three (3) vendors or two (2) State certified small businesses should be contacted.

#### 2. Formal Advertising

Contracts and procurements for purchases \$5,000 or over require formal advertising. In this process, a bidder is selected based on material submitted in a response to an Invitation for

Bid (IFB) or RFP only. IFBs/RFPs must clearly define all requirements the bidder must fulfill for the bid or offer, which will be evaluated by the project. Bidders are not allowed to discuss or clarify any points after their bids have been submitted. A firm, fixed-price contract results with no face-to-face negotiation.

**a) Invitation for Bid (IFB)**

An IFB is used to solicit prices for services or goods based on definitive specifications. It must include a clear and accurate description of the technical requirements for the services, (Contracts) to be produced, or the material or product, (Goods) to be procured. The description must not contain features that unduly restrict competition.

Using clear and precise specifications is crucial in formal advertising because it ensures that all bidders will have a complete and consistent understanding of what is required. Accurate descriptions of the requirements make certain that bidders will not have varying interpretations and in turn, they will accurately account for all costs in their responses, including any timelines, and all programmatic requirements.

**b) Request for Proposals (RFP)**

RFP often does not provide a detailed description of what is to be provided. It is designed to solicit a proposal from bidders to solve a stated problem or meet a stated need. The proposal is the product of the bidder's creative thoughts and provides the detailed approach and description of what is to be accomplished or produced, as well as a price for the services or goods to be provided.

RFP should include:

- A clear statement of the problem to be solved;
- Realistic terms as to what the contractor is to accomplish;
- Time schedules, including dates for awarding the contract, commencement of performance, submission of progress reports, and completion;
- Payment plans and schedule, as appropriate; and
- Proposal Requirements for Bidders:
  - Description of qualifications, description of lead personnel, amount of time and personnel to be expended, and equipment and facilities to be utilized;
  - Description of techniques to be used in solving the stated problem or meeting the stated need; and
  - Total cost of the contract.

**3. Contract and Procurement Awards**

Contract and procurement awards must be made to the responsible contractor or vendor whose bid or offer is responsive to the solicitation and is most advantageous to the project, as well price and other factors considered.

Any or all bids or offers may be rejected when it is in the project's best interest to do so, and such rejections are also in accordance with applicable federal, state, and local laws or ordinances, rules, regulations, and policies.

Consideration should be given to such matters as contractor integrity, record of past performance, financial and technical resources, and/or accessibility to the necessary resources. A bidder is considered responsible when it has been established that the bidder has the technical capability, financial capacity, sufficient staff, a satisfactory record of past performance, and is otherwise qualified and eligible. For contracts greater than \$25,000, you

must also verify that the contractor has not been suspended or debarred from participation in federal awards prior to entering into the contract.

#### **4. Cost Price Analysis**

All procurements and/or contracts funded by federal grant awards must have a cost or price analysis performed and maintained on file. The cost/price analysis is written documentation demonstrating the reasonableness of the proposed price of the contract or procured item. Specifically:

- Price analysis is the process of examining and evaluating a proposed price without evaluating its separate elements of cost to determine the price is reasonable. It is generally used for simple procurements for which there is adequate catalog pricing and market competition.
- Cost analysis is the review and evaluation of separate elements of cost and profit or fee in a contractor's proposal. A cost analysis is required when a bidder is required to submit the elements of his estimated cost, e.g. on consulting contracts for professional services.

A cost analysis is necessary whenever competition is lacking, and for non-competitive bid procurements, contract modifications and change orders.

The method and degree of cost/price analysis is dependent on the facts surrounding the particular procurement situation. In addition to price, examples of factors that can be taken into consideration include items such as:

- The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- Whether the bidder can perform the contract or provide the service promptly or within the time specified;
- The warranty, product life expectancy and/or the ability of the bidder to provide future maintenance and service of the item being procured.

#### **C. NON-COMPETITIVE BID REQUESTS**

A Non-Competitive Bid (NCB) transaction shall be defined as a contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.

The project must maintain documentation for justification of NCB contracts under \$5,000, including professional services and consulting contracts. The documentation must include the information outlined in this section, support the conditions listed below, and be maintained on file at the project's offices. Prior approval is required for NCB contracts of \$5,000 or over.

##### **1. Conditions of an NCB**

NCB must meet at least one of the following conditions:

- When the goods or services required are available from only one contractor/ vendor;
- When an IFB or RFP produces only one qualified bidder;
- Emergency in nature (the contract is necessary for immediate preservation of public health, welfare or safety);
- The contractor meets a temporary or time limited employment need;
- No payment is made for services rendered; only per diem and travel is paid;
- The contract is solely for the purpose of obtaining expert witnesses for criminal trials;

- There is a maintenance agreement for equipment that is under documented warranty or where there is only one authorized or qualified representative or where there is only one distributor in the area for service;
- Proprietary software contracts;
- The contractor possesses unique features or is uniquely positioned to supply the required service; or
- To provide interim services while conducting competitive bid.

## **2. NCB Justification Procedure**

All NCB contract for services or purchases of \$5,000 or over must be justified and have prior written approval from BSCC. A justification statement must be presented in the format provided in the next section. Source documentation as to how the NCB was determined must be on file and available for audits. The checklist will not be considered source documentation.

### **a) Justification Procedure – Contracts**

Include a brief description of the program or project and the services being contracted. This information must include the Grant Award number, contract amount, and pertinent background data.

#### **1) Need and Price Determination**

Explain the necessity to contract non-competitively and how the price for the contract was determined, including:

- Expertise of contractor;
- Management capabilities to perform the tasks required;
- Contractor's responsiveness to need identified by the project;
- Contractor's relevant knowledge and experience; and
- Justification of the reasonableness of the cost. The following factors will be used in determining that the costs are justified:
  - Cost information that has sufficient detail to support and justify the contract;
  - Cost information for similar services with differences noted and explained;
  - Special factors affecting the cost of the contract.

#### **2) Uniqueness of Contract**

Explain the uniqueness of the contract, including:

- Patents, copyrights;
- Facilities, investments; or
- Continuation of an existing project.

#### **3) Time Constraints**

- Explain any time constraints including:
- When contractual coverage is required and why;
- Impact on project if dates are not met; and/or
- Time required for another contractor to reach the same level of competence. Equate to dollars, if possible.

**b) Justification Procedures – Procurement**

Justification must include a description of the product to be purchased, the need for the specific brand and its relationship to the project. This information must include the Grant Award number, the cost or purchase amount and pertinent background data. It should explain the necessity of the purchase and how the price for the product was determined.

**c) One Bid Received or Considered Responsive**

In a situation where NCB is necessary because only one bid or proposal has been received or considered responsive, the following additional information is required:

- A copy of the IFB or RFP and the bidder's list;
- A description of the method used to solicit responses. Copies of newspaper ads and information outlining the development of the bidder's list must be included;
- A description of the follow-up activity performed to determine why other contractors did not submit a bid; and
- An explanation as to why it was not put out to bid again.

**D. ELEMENTS OF A CONTRACT OR PURCHASE ORDER/DOCUMENT**

A contract or purchase order/document defines the relationship or agreement between the project and the contractor or vendor. All contracts and purchase orders/documents must be prepared in accordance with existing State policies and clearly define the responsibilities of all parties.

**1. Minimum Requirements**

At a minimum, a contract or purchase order/document must include the following:

- Designation of the parties to the contract or the agreement;
- Term of the contract (period of performance) or agreement;
- Maximum amount and basis upon which the payment is to be made under the terms of the contract or agreement;
- For procurements – clear definition of the types and quantities of the products to be delivered including delivery schedules;
- For contracts – clear and complete statement of the work or services to be performed, rendered, or provided;
- Payment schedule based upon satisfactory delivery of services and/or goods at predetermined intervals including the amount or percentage of total payments to be withheld pending satisfactory completion for all terms and conditions of the contract or agreement;
- Penalty clauses (punitive measures for when the contract is not being fulfilled).
- Termination for cause/convenience clause describing the manner by which the contract may be terminated, the basis for settlement, and conditions under which the contract may be terminated for default or because of circumstances beyond the control of the contractor;
- A provision that allows BSCC, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representative, access to any books, documents, papers and records of the contractor which are directly pertinent to the program for the purpose of making audits, examinations, excerpts and transcriptions, for all contracts greater than \$100,000; and
- Compliance with Equal Employment Opportunity per Executive Order 11246 as amended by Executive Order 11375 and supplemented at 41 CFR 60 (required on all CBO

contracts, and on all governmental entity construction contracts awarded in excess of \$10,000).

## **2. Additional Requirements for Contracts with Governmental Entities**

Governmental entities have additional requirements, and must include the following provisions in all contracts as noted below:

- Notice of BSCC reporting requirements;
- Notice of BSCC requirements pertaining to patent rights, copy rights and rights in data;
- Compliance with the Energy Policy and Conservation Act;
- Compliance with the Clean Air, Clean Water, and Environmental Protection Agency regulations (contracts in excess of \$100,000);
- Access to any books, documents, papers and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;
- Retention of all required records for three years after all final payments are made and all other pending matters are closed; and
- Retention of all required records for three years after Grantee makes final payments and all other pending matters are closed.

## **E. SELECTING A CONTRACTOR**

Each proposal or bid should be evaluated to determine the proposal that will best meet the project's needs. The following are some criteria that should be included in the evaluation:

- Does the bidder understand the project's stated problems or needs?
- Is the approach to the problem or need reasonable and feasible?
- Does the bidder have the organizational, financial solvency, resources, and experience to perform the assignment? Has the bidder had experience in similar areas?
- What are the professional qualifications of the personnel committed to the contract?
- Is the bidder on the federal suspension and debarment list?
- What is the total cost?

## **F. INDEPENDENT CONTRACTOR/CONSULTANT**

Consultant services are either provided on a contractual or salary basis by individuals or organizations that are not employees of the project. Services provided by a salaried employee of an agency identified in an Operational Agreement (OA) are not considered consultant services. Independent contractors must not be used in lieu of employees. If the contract is \$5,000 or over, the project must hire the independent contractor through Competitive Bid or submit a Non-Competitive Bid (NCB) request to BSCC for prior approval. If the contract is less than \$5,000, the project must maintain documentation for justification of the NCB contract.

Independent contractors are defined as individuals or organizations that meet any of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the project;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.



There must be a signed, written agreement between the organization and independent contractor specifying the contract period, compensation rate, duties or obligations, and any other conditions of employment.

For more guidance, see California Department of General Services, State Contracting Manual Vol. 1 (April 2015) *available at* <http://www.dgs.ca.gov/ols/Resources/StateContractManual.aspx>.

## **G. RATES**

The rate is to be negotiated by the Grantee in accordance with the agency's consultant hiring policies. The rate is the total amount payable including any and all benefit.

Grantee must ensure that the per-day rate (excluding travel and per diem cost) paid to independent contractors is reasonable. An eight-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance.

### **1. Exception to Rates**

Compensation for independent contractors employed by state and local governments will be allowed when the unit of government will not provide their services without costs. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

### **2. Expert Witness Fees**

Prosecution or criminal defense projects, routinely using "expert witnesses" as independent contractors to conduct evaluations and provide expert testimony in the courtroom. These kinds of projects may only charge for costs above that which the county is required to cover. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project's total budget.

Written justification for proposed expert witness cost must accompany a modification if not previously approved in the Grant Award. The justification must include the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/license [e.g., Masters in Social Work (MSW), Licensed Clinical Social Worker (LCSW), Marriage, Family and Child Counselor (MFCC), Medical Doctor (MD)];
- Rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current "going rate," the proposed rate of pay, as well as a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony);
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Reason why this cost cannot be paid with county or other funds.

## **H. CONTRACT LIMITATIONS**

Specific provisions for contracting with individuals, other government units, and non-government organizations are as follows:

- Organizations funded by BSCC shall comply with IRS requirements related to consultants;
- Public officers or employees of a state or local government entity cannot be individual contractors if they engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any state, local agency, or department;
- Travel and per diem costs must be in conformance with project policies;

- Preparation and travel time may not be included without adequate written justification; and
- Equipment purchases and/or leases may not be included in consultant contracts.

#### **I. CONTRACT PROVISIONS**

Consultant contracts must adhere to, but are not limited to the following:

- Applicable requirements of the terms of the program must be incorporated into all consultant contracts;
- The project must require source documentation of consultants that supports contract billings. Time and attendance reports must support hours charged. Travel vouchers detailing the purpose, time, and destination must support travel claims. Purchase orders, invoices, etc., must support operating expense claims. These requirements do not apply to fixed fee contracts;
- Compensation, travel, and per diem rates must be specified in the consultant's contract and must comply with those of the project or be more restrictive;
- Performance must be measurable. Objectives and timetables must be clearly stated. Progress reports must be required, at least quarterly, to ensure services are provided in compliance with the contract;
- Dual compensation (i.e., payment to a party more than once for the same work) must be specifically excluded; and
- Settlement of disputes between the project and the consultant is the responsibility of the project. BSCC is not responsible or obligated to or for the consultant and will not intervene in disputes between the consultant and the project.

#### **J. DRUG-FREE WORKPLACE CERTIFICATION REQUIREMENTS**

It is the Grantee's responsibility to ensure that all subcontractors paid by BSCC grant funds must comply with the provisions of Section 3.E. The subcontractors must notify their employees that they are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.

### **8. OPERATIONAL AGREEMENTS – PUBLIC ENTITIES**

**Definition:** An Operational Agreement (OA) is a formal agreement between an implementing agency and one or more partner agencies. It is also referred to as a Memorandum of Understanding (MOU) or Letter of Intent. An OA or MOU is not a contract for goods and/or services because partner agencies are active participants in the implementation of the project.

#### **A. ESTABLISHING OPERATIONAL AGREEMENTS**

An OA or MOU may be required by the terms of the program. Grantees should refer to the terms of the applicable RFA or RFP for instruction. Unlike the procurement process, Implementing Agencies are not required to use a competitive bid process to select partner agencies for an OA. Implementing Agencies are expected to select partner agencies that are the best equipped to support the implementation of the project.

#### **B. ELEMENTS OF AN OPERATIONAL AGREEMENT**

The sample OA form provided in the RFP or RFA may be used as a reference. The following elements must be included in the OA:

- Name of the Implementing Agency and the partner agency in the OA,
- Titles and contact information for the primary contacts for each partner,
- Time frame,



- Roles and responsibilities of the Implementing agency and each partner agency,
- Specific information concerning all fiscal transfers. The OA must include the total amount of grant funds that will be transferred to each partner agency, the process for transferring such funds, the use of such funds, and any match provided by the partner agency. Any funds included in the OA must be clearly designated in the Grant Award budget,
- Specific information concerning all non-fiscal resources shared between the Implementing Agency and a partner agency. This includes shared equipment, staff time, office space, or other resources contributing to the implementation of the project,
- Reporting requirements to collect information necessary from each partner agency to meet BSCC reporting requirements; and
- Dated signatures of the chief executives or designees of the Implementing Agency and each partner agency.

#### **C. REQUIREMENTS OF PARTNER AGENCIES**

Grantees must ensure that partner agencies that receive grant funds comply with all applicable the terms of the program and this Guide on the use of grant funds.

## **9. PUBLICATIONS: MULTI-MEDIA MATERIALS, COPYRIGHTS AND PATENTS**

### **A. DEFINITION**

The term “publications” includes brochures, posters, videotapes, DVD/CDs, or other multi-media materials. It does not include transient information published solely on a project’s web site.

### **B. BSCC REVIEW**

Where activities supported in part or in whole with BSCC grant funds produce original publications, the Grantee must notify BSCC 60 calendar days in advance of any intended publication. This notification must be in addition to the Grant Application and subsequent award. Upon request from BSCC, the project must submit a request for approval for the materials to be published.

In response, BSCC may request to review the publication. The project may not publish the material until BSCC provides final written approval. If BSCC approves the material, the Grantee must furnish BSCC with two (2) copies of the final product within 30 calendar days of publication.

### **C. INCOME RESULTING FROM SALE OR DISTRIBUTION**

As long as BSCC maintains ownership of the publication, any income resulting from the sale or distribution of publications produced in part or in whole by BSCC grant funds is considered project income and is subject to the provisions of Section 13.

After disposition and transfer of title, no report of income generated by the publication will be necessary unless otherwise required by BSCC.

BSCC reserves the right to retain ownership and require additional reporting of generated income beyond the Grant Award period or cycle on exceptional publications as deemed necessary.

### **D. TRANSFER OF PUBLICATION TITLE**

After the completion of the Grant Award period or funding cycle (whichever is later), transfer of title and/or copyright may be approved by the BSCC upon certification that any profits derived from or generated by the publication will be used for criminal justice related activities, or to further the original intent of the grant project. In determining whether or not to approve transfer of title,

the BSCC will consider programmatic and fiscal performance conditions, the potential for project income, the applicability, and cost to the field in general.

#### **E. CREDITS AND DISCLAIMERS**

Publications produced in part or in whole with grant funds may require the following credit reference:

“This publication was financially assisted by the Board of State and Community Corrections (BSCC).”

Publications produced in part or in whole with state or federal funds will require the following credit reference:

“This project/publication was supported by funding awarded by (state/federal grant fund) (grant number) through the Board of State and Community Corrections (BSCC).”

BSCC may also require that the publication include the following disclaimer statement:

“The opinions, findings, and conclusions in this publication are those of the author and not necessarily those of the BSCC. The BSCC reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.”

The BSCC reserves the right to require additional information in the publication. These statements must be placed in a visible location at the beginning and/or end of the published materials. Projects producing publications should consult their assigned BSCC Program Analyst to coordinate the appropriate credit reference.

#### **F. COPYRIGHTS AND RIGHTS IN DATA**

All activities supported under the Grant Award Agreement are considered “work made for hire” as defined under Title 17 USC Section 101, and shall include, but are not limited to, publications, original computer programs, writings, sound recordings, pictorial reproductions, drawings or other geographical representations and works of any similar nature. With regard to any “work made for hire,” the BSCC owns all rights comprised in the copyright, and therefore the BSCC reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, and use such materials, in whole or in part, and to authorize others to do so.

#### **G. PATENTS**

If any discovery or invention arises or is developed in the course of, or as a result of, work performed, in whole or in part, with BSCC grant funds, credit of the discovery or invention must be given to the BSCC as provided in subsection E. Determination of rights to inventions or discoveries shall be made by the BSCC, or its duly authorized representative, who shall have the sole and exclusive power to determine whether or not and where a patent application should be filed, and to determine the disposition of all rights to such inventions or discoveries, including title to and license rights under any patent application or patent which may be issued.

In all cases, the BSCC shall acquire at least an irrevocable, nonexclusive, and royalty-free license to practice and have practiced anywhere without limitation, for governmental purposes, any invention made with the BSCC grant funds.

### **10. GRANTEE FINANCIAL INVOICES**

Generally, disbursement of grant funds occurs on a reimbursement basis for actual program costs incurred during a reporting period. Depending on the requirements of the grant program, invoices are submitted on a quarterly or monthly basis. Some state funded grants allow advance payments. Grantees should check their Grant Agreement for invoicing requirements.

## **A. EXECUTION OF GRANT AGREEMENT**

Grantees may invoice only after the Grant Agreement (contract) is fully executed. A fully executed contract meets the following conditions:

- The face page (Form Std. 213) has been signed by both the Grantee and the BSCC.
- All required attachments and appendices (per the RFP) are signed, approved, and on file at the BSCC.

When a fully executed contract is in place, Grantees may begin submitting invoices (BSCC Form 201) for actual costs incurred during the grant cycle. Costs incurred prior to the start date of the grant cycle (as listed on the face page of the contract) cannot be charged against the grant.

## **B. GUIDELINES AND REQUIREMENTS OF THE INVOICE PROCESS**

### **1. Disbursement of Funds**

Disbursement of grant funds may occur only after:

- The Grant Agreement has been fully executed;
- The grant cycle has begun;
- The State Budget has been enacted and includes spending appropriation for the grant program (applies to state and federal grants); and
- The BSCC has received the appropriate form (Financial Invoice (BSCC Form 201 or Advance Payment Invoice (BSCC Form 201A)) requesting reimbursement or disbursement of funds.

Any variance from this procedure will be described in the grant agreement.

### **2. Grantee Certification of Invoice**

- Invoices must be submitted by the Project's Authorized Financial Officer (AFO). The AFO must certify that each invoice submitted to the BSCC is accurate and reflects actual expenditures incurred by the project.
- The person preparing the invoice and the person certifying the invoice cannot be the same person. Since the AFO must certify the invoice, someone other than the AFO must prepare the invoice.
- Failure to submit an accurate financial invoice in a timely manner may result in payments being withheld, delayed, or denied.
- For Grantees that received an advance payment, failure to submit an accurate financial invoice in a timely manner may result in the grantee being transitioned to a reimbursement model of payment. It may also result in payments being withheld, delayed, or denied.

### **3. Address for Receiving Payment**

- All warrants will be mailed to the designated payment mailing address indicated on the Payee Data Record (Std. 204), Applicant Information Form of the RFP and under Project Officials in the Grant Agreement.
- If the designated payment mailing address changes, notify the BSCC immediately. The BSCC must have an approved address change on file before warrants will be mailed to the new address.

### **4. General Requirements for the Financial Invoice (BSCC Form 201)**

- Grantees must submit a Financial Invoice by the due date listed in the Grant Agreement for each reporting period of the grant cycle, regardless of whether funds are used or requested.

- The Grantee must expend or be obligated to expend funds before claiming an expenditure on the Financial Invoice.
- Grantees may only claim expenditures or encumbrances on a financial invoice that were incurred between the start date of the grant cycle and the end date of the current reporting period.
- Grantee understands any overpayment of funds will be deducted from current or future invoices. If overpayment exists at the end of the grant, grantee shall reimburse the BSCC.
- BSCC Form 201 will not allow over expending in any line item. If funds need to be moved from one-line item to another, the grantee must submit a modification request (See Section 14, Amendments, Changes, and Modifications) and the request must be approved by the BSCC.
- Double billing - projects are prohibited from billing other federal, state, or local agencies for goods and/or services that have been billed and/or reimbursed to the project by the BSCC
- Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose.
- Any other requirements will be included in the Grant Agreement.

## **5. Use of Funds, Encumbrances, and Liquidation**

### **a) Authorized Use of Grant Funds**

Grant funds (and contributed match) may only be used for the purpose(s) authorized in the Grant Award and must be accounted for as specified in the Grant Agreement and in this Guide.

The grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures and eligible project costs.

### **b) Definition of an Encumbrance**

In general, an encumbrance occurs when funds are set aside to pay for an expense. It is an accounting transaction, which should be recorded appropriately. The funds are committed to a specific use and are no longer available for other expenditures.

Since the goods or services have not been received, the project legally owes nothing to the vendor or supplier.

An encumbrance is defined by the following three characteristics:

- The expenditure is approved in the original budget or subsequent approved modification of the original budget;
- A formal written order or request (i.e., requisition) is approved by the Project Director or designated official prior to the end of the grant cycle; and
- A purchase order/contract has been submitted to the vendor or supplier of goods or services.

### **c) Liquidation Period**

The BSCC has a liquidation period (generally 90-calendar days) immediately following the end of the grant cycle. This liquidation period exists to allow the BSCC time to reconcile grantee expenditures and encumbrances. The Grantee may not incur or claim any new expenses or obligations after the end date of the grant cycle or during the liquidation period. All services and deliverables must occur before the end date of the grant project cycle as listed in the Grant Agreement.

d) **Final Financial Invoice**

The BSCC will use the final Financial Invoice during the liquidation period to reconcile all expenditures. All final expenditures must be claimed and submitted to the BSCC by the last invoice due date listed in the Grant Agreement. In order for expenditures to be claimed on the final invoice, these expenditures must have: (1) met the definition of an expenditure or encumbrance and (2) been financed by an encumbrance recorded prior to the end of the grant cycle (recorded = formal entry in accounting records).

**C. ADVANCE PAYMENT GRANTS**

The BSCC may provide advance payment of grant funds under certain programs. If advance payment is allowed, the BSCC will disburse funds based on a prescribed schedule as defined in the RFP and Grant Agreement.

**1. Accounting and Interest**

- a) The grantee shall agree to deposit advanced grant funds into a banking account established by the grantee. Grant funds must be clearly differentiated from any other funds within the banking account and tracking of the grant funds, separate and apart from any other funds in the account, must be readily available.
- b) Any interest earned on the account must be reported on the Financial Invoice.
- c) Earned interest is project income. It may only be used for allowable expenses during the grant period. Prior to spending project income, grantees must complete an Income Allocation Modification before expending any earned interest.

**2. Invoicing Requirements**

- a) Grantees receiving advance payments are required to follow all the requirements and guidelines listed above in B. Guidelines and Requirements of the Invoice Process plus any additional requirements listed in the Grant Agreement.
- b) Grantees must submit an invoice for each reporting period by the due dates prescribed in the Grant Agreement, whether or not funds were expended.
- c) Any unspent funds at the end of the grant period must be returned to the BSCC within 120 days.

**D. LOCATING, DOWNLOADING, AND SUBMITTING THE FINANCIAL INVOICE**

**1. Where to Find the Financial Invoice (BSCC Form 201)**

The Financial Invoice form is part of the Invoice Workbook, an Excel workbook used to track all elements of the grantee budget throughout the grant cycle, including advance payments, invoices, budget modifications, project income allocation, and changes to line-item narratives. Within the Invoice Workbook there is a Financial Invoice (BSCC Form 201) worksheet for each invoice reporting period as listed in Exhibit B of the Grant Agreement.

**2. Where to Find the Invoice Workbook**

Grantees can locate the Invoice Workbook for their grant on the BSCC website by clicking Grantee Invoicing under Quick Links on the Corrections Planning and Grant Programs (CPGP) Division page: [http://www.bscc.ca.gov/s\\_cppgrantinvoicing/](http://www.bscc.ca.gov/s_cppgrantinvoicing/). Grant programs are listed alphabetically. Links to the Invoice Workbooks are located under each grant program heading.

**3. Downloading and Saving the Invoice Workbook**

The Invoice Workbooks are password protected. The password for the invoice will be provided to you by BSCC staff, as applicable.

Upon approval of each invoice the BSCC analyst assigned to your grant program will update and upload the current Invoice Workbook to the Grantee Invoicing page before the next reporting period. Prior to submitting an invoice, grantees should ensure they have downloaded the workbook with the most current budget information. If the most current invoice workbook has not been uploaded contact the BSCC analyst assigned to your grant program.

**Important note:** do not work in the invoice workbook in a web browser. Always download and save the invoice workbook to a local computer *before* making any changes. Detailed instructions for downloading are located on the instruction tab of the invoice workbook.

#### 4. Submitting the Financial Invoice

Detailed instructions for completing and submitting the financial invoice (BSCC Form 201) are located on the INSTRUCTIONS worksheet in the invoice workbook. Note: It is helpful to print the instruction page for reference before working in the invoice.

The Financial Invoice is set up for automated submission.

##### a) Enabling Macros

There are functions within the invoice workbook that require the use of macros. A macro is a series of commands and/or functions, such as calculations, that are embedded within the Excel file. In most cases, Excel will prompt the user to enable macros. When this prompt appears, click "enable."

Note: enabling macros for the invoice workbook will not compromise the security of the local system or the security of the agency's network. If the prompt to enable macros does not appear, contact your IT department to assist.

##### b) Microsoft Outlook

The invoice submittal process relies on the configuration of Microsoft Outlook on a local computer. If Microsoft Outlook is not available on the computer on which you are working, contact the assigned CPGP Program Analyst for technical assistance.

If you need further assistance with the invoice process, including technical assistance, contact the CPGP Program Analyst assigned to your grant program.

## 11. ACCOUNTING SYSTEMS

### A. ACCOUNTING SYSTEM AND STRUCTURE

#### 1. Accounting Policies and Procedures

Grantees must establish and maintain documented accounting policies and procedures. At a minimum, documented policies and procedures should speak to the organization's ability to provide adequate safeguards of grant funds. Overall, the accounting system should conform to Generally Accepted Accounting Principles (GAAP) as required in Title 2 of the Code of Federal Regulations, Grants and Agreements.

#### 2. Accounting Systems

Grantees are required to establish and maintain an accounting system that, at a minimum, includes a general ledger accounting structure, secondary accounting records, and procedures that define how and by whom the funds are handled. The accounting records must identify the receipt and the expenditure of all BSCC grant and/or match funds.

Grantees are required to maintain an accounting system that meets the following conditions:

- Fully records the amount and disposition of all project grant award funds,



- Shows receipt of funds and costs/expenditures by source (e.g., federal, state, or local),
- Match funds and related costs/expenditures are identified in accounting records (i.e., general ledger) and reported on the Financial Invoice (BSCC Form 201),
- Ensures all BSCC income and expenditures are separately identifiable from non-BSCC grant funds,
- Provides accurate and current financial reporting information,
- Maintains an accurate accounting of all grant funds; and
- Ensures a documented accounting methodology if grant funds are commingled (blended) in a single account. This methodology must distinguish/track each funding stream within the commingled account. Grantees may elect to open separate bank accounts to track grant funds; however, it is not required.

Grantees are responsible for maintaining source documentation (electronic and/or hard copy) and current accounting records that support all grant and/or match expenditures invoiced and paid to the grant program.

Financial institutions used for the deposit of grant funds must be insured by the Federal Deposit Insurance Corporation (FDIC).

## **B. ACCOUNTING SYSTEM BASIS**

Accounting systems for BSCC grants may be on a cash, accrual, or modified accrual basis. NOTE: Financial Invoice (BSCC Form 201) payment requests should be made only on a cash basis.

### **1. Cash Basis**

Under a cash basis system, revenue is not recognized when it is earned, but rather only when the payment is received. Similarly, costs are recognized when they are paid, not when they are incurred.

### **2. Accrual Basis**

Accrual basis revenue is recognized when the transaction occurs, regardless of when cash is collected or paid. Costs/expenditures are recognized and matched with the revenue of the period to which it relates, regardless of when it is paid.

### **3. Modified Accrual Basis**

Modified accrual basis is a compromise between the cash and accrual systems used by most governmental units. Revenues are recognized either when they are received in cash (e.g., licenses or fines) or when collection of the amounts can be reasonably estimated to be received in the near future (e.g., property taxes). Costs are generally recognized in the period in which goods and services are received or a liability is incurred.

## **C. SEPARATION OF DUTIES**

The principle of separation of duties is based on shared responsibilities of a key process that disperses the critical functions of that process to more than one person or department. Adequate separation of duties helps reduce risk of theft or mismanagement of grant funds.

Adequate internal control provides that no one person may perform more than one of the following types of duties:

- Receiving and depositing cash receipts,
- Authorizing cash disbursements,
- Preparing checks,

- Attaching electronic signatures or operate a check-signing machine\*,
- Comparing machine-signed checks with authorizations and supporting documents (or signing checks manually after personally comparing them with authorizations and supporting documents\*,
- Preparing or initiating invoices; or
- Reconciling bank statements and positing to the general ledger.

If the size of the organization does not allow for separation of duties, Grantees must establish other procedures to mitigate that weakness.

\*This individual should not have access to, or the control of, blank checks.

#### **D. GENERAL LEDGER ACCOUNT STRUCTURE**

Costs/expenditures of grant funds must be recorded in categories which parallel the Grant Award. All general ledger account entries must be supported by the secondary records and original source documentation. The format of the secondary records is determined by the Grantee. Grantees must be able to show with documentation (i.e., work sheet) that general ledger entries can be traced (reconciled) to the Financial Invoice (BSCC Form 201).

## **12. MATCH / LEVERAGE REQUIREMENTS**

Matching is cost sharing. Specifically, it means the portion of a grant project's costs not covered by the awarded grant or same funding source. There are many types of match requirements, which vary across different agencies and grant awards. The required match is specified in the terms of the grant's RFP and Grant Agreement. Grantees are responsible for reading and understanding the specific, applicable match requirement. Match can also be referenced as leveraged funds.

#### **A. CASH MATCH**

Cash match, also known as hard match, is income from a source other than grant funds that is budgeted for the project by the Grantee. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match, if not in violation of the prohibition on supplanting. Grantees must maintain documentation to support the claimed cash match.

#### **B. IN-KIND MATCH**

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of the BSCC's Grant Award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value. Grantees must maintain documentation to support the claimed in-kind match.

When the terms of the grant's RFP and Grant Agreement allow for the use of volunteer services as in-kind contributions, additional measures should be followed to document the value of such services. Grantees should document actual time worked by using a time reporting system such as sign-in and sign-out sheets which are completed by the volunteer and contain the signed approval by the supervisor.

Another method is to use the volunteer staff schedule. Volunteer staff initial and indicate the days/hours worked and the supervisor signs and dates the schedules to indicate approval.



Grantees must maintain documentation to support the claimed hourly salary rate of the volunteer services. The rate claimed should be comparable to the rates for paid employees performing similar duties. Published rates will not be allowed unless Grantees can provide evidence that the rates are comparable.

The documentation should include duty statements for the volunteer positions and the comparable paid employee positions and information regarding the hourly salary rates paid to those particular employees. The hourly volunteer rates used, multiplied by the volunteer hours worked must total the dollar amount of the in-kind contributions. This calculation and the other referenced documentation should be maintained as part of the accounting records.

#### **C. MATCH DOCUMENTATION**

The BSCC requires Grantees to adequately document that their projects have provided and properly valued their matching contributions the same way Grantees must document their use of grant funds.

#### **D. MATCH CATEGORIES (ALLOWABLE / NON-ALLOWABLE)**

##### **1. Asset Forfeitures**

Assets from federal or state forfeiture proceedings are an allowable match if permitted by the terms of the grant's RFP and Grant Agreement.

##### **2. Matching State/Federal Funds with State/Federal Funds**

State and/or federal funds can be used to match other state and/or federal funds only if all of the following conditions have been met:

- The project obtains written approval from BSCC, or the terms of the program allow this practice;
- The federal funding source does not prohibit this practice as stated in 2 CFR § 200.306; and
- The funds are to be used for grant activities and be necessary for the project's overall outcomes.

#### **E. OVER MATCH**

Unless otherwise specified, Grantees should not commit to a match percentage greater than the match percentage required in the RFP. After a Grantee's proposed budget is approved, it becomes part of the Grant Agreement and as such is subject to all programmatic requirements, restrictions, and audit requirements. After the Grant Agreement is executed, the committed match percentage cannot be reduced.

#### **F. TERMINATION OF THE GRANT AGREEMENT**

If the Grantee fails to meet the match requirement or the amount committed by the Grantee for the grant, BSCC may withhold grant funds and/or terminate the Grant Award. Please see BSCC Grant Administration Guide – Section 19. Withholding or Disallowance of Grant Funds.

#### **G. CALCULATING THE MATCH REQUIREMENT**

The Match Requirement is calculated by two methods. The amount may be based either on the total project cost or on the percent of grant funds allocated to the project. The terms of the program or its authorizing legislation will specify which method will be used. If this is not the case, the match must be calculated using the total project cost method.

##### **1. Match Based on Total Project Cost**

To calculate the match requirement, subtract the required match percent from 100 percent (100%), divide the Grant Award amount by this difference to determine the total project cost,

and then subtract the Grant Award amount (the BSCC allocation) to determine the match amount. The following example below demonstrates how to calculate the amount of a ten percent match (10%) on a \$50,000 allocation, based on Total Project Cost.

<b>Example 1</b>			
Grant Award Amount	=	\$50,000	
Divide \$50,000 by .9 (100 minus 10 = 90)	=	\$55,555 (Total Project Cost)	
Subtract Grant Award Amount	=	\$50,000 (90%)	
Required Match	=	\$5,555 (10%)	

## 2. Match Based on Percent of Funds Allocated

To calculate the match requirement, multiply the Grant Award amount (the BSCC allocation) by the required match percent. The example below demonstrates how to calculate the amount of a ten percent (10%) match on a \$50,000 allocation, based on percent of funds allocated.

<b>Example 2</b>			
Grant Award Amount	=	\$50,000	
Percent of Cash Match	=	10%	
Multiply \$50,000 by .10	=	\$5,000 (Amount of match)	

## H. CHANGING THE TYPE OF MATCH

If the terms of the grant program allow for different types of match to be used, Grantees are allowed to change the type of match or leveraged funds included in the Grant Agreement once the grant budget has been approved. However, a Grantee must request the change by submitting the following forms to the BSCC:

- A completed Modification Request (BSCC Form 223.1) indicating any applicable changes in the budget categories and a written narrative describing the changes to the type of match and justification for the changes. Revised RFP budget pages may also be required.

Note: Match amounts must be separately identified on the budget pages.

## I. REPORTING

Reporting of expenditure of match contributions need not be made in exact proportion to the expenditure of grant funds. However, the full match contribution must be committed on Grantee invoices before the grant expires or is terminated in order to receive all funds expended.

Cash and in-kind amounts must be reported on the Grantee Invoice (BSCC Form 201), as the contributions to the project occur. The percentage of match contributions reported may vary from the budgeted match percentage. If the Grantee does not contribute the required or committed match by the end of the grant, the BSCC will invoice or withhold the Grantee for grant funds paid prior to the Grantee not meeting their match obligation.

Match Funds and related contributions reported on the Grantee Invoice must be identified in the accounting records (e.g., general ledger).

Example 3 below demonstrates how the Grantee would be invoiced, or payment withheld, on the Grantee's final invoice if the Grantee did not contribute the required match by the end of the grant.

<b>Example 3</b>			
Budgeted Grant Funds	\$500,000	Actual Grant Expenditures at end of Grant Cycle	\$425,000
Match Requirement	x 10%	Match Requirement	x 10%
Required Match based on Budgeted Grant Funds	\$50,000	Required Match based on Actual Expenditures	\$42,500
Actual Match Reported at end of Grant Cycle			\$38,000
Maximum Grant Funds Allowable based on Actual Match Reported (\$38,000 / 10% required match)			\$380,000
Amount to be Withheld or Returned to BSCC = Actual Grant Expenditures minus Maximum Grant Funds Allowable or \$425,000 - \$380,000			\$45,000

#### **J. REPORTING MATCH CONTRIBUTIONS FOR ADVANCED PAYMENT GRANTS**

For grants that use the advanced payment option as outlined in the RFP, all Grantee obligations, including match, should be met prior to the release of any subsequent advance payments.

### **13. PROJECT AND OTHER INCOME**

**Project Income Generated by the Use of State and/or Federal Funds:** Any income you make from your award is considered project income. You can use project income to advance your program objectives or refund the income back to BSCC. Project income must be reported on the Financial Invoice (BSCC Form 201) in the box titled Project Income.

Types of project income may include the following:

- Client fees;
- Interest earned on advance payment of grant funds;
- Interest earned on generated income;
- Registration fees;
- Sale of publications, videos, and other project-generated materials; and
- Asset seizures and forfeitures.

However, donations should not be considered project income. Grant funds cannot be used for organized fundraising.

Project income cannot be used to satisfy the match requirement unless specifically allowed in the terms of the program.

#### **A. RECORDS OF RECEIPT AND DISPOSITION OF PROJECT INCOME**

Records of receipt and disposition of project income must be maintained in the same manner as required for grant funds. When project income is reported on the Financial Invoice (BSCC Form 201), the grantee must then provide an explanation on the Modification Request (BSCC Form 223.1 located within the Invoice Workbook). The grantee will indicate how the income was earned and propose how it will be reallocated. If the proposal later changes, a separate modification request must be submitted. Unless additional restrictions on the disposition of project income are contained in the terms of the program, project income must be:

- Used by the project for a purpose that furthers the objectives of the project for which the grant was made, such as expanding the project, continuing the project, and obtaining equipment or other assets needed for the project; or
- Returned to BSCC.

#### **B. INCOME EARNED BUT NOT USED DURING THE PROJECT**

Unless otherwise stipulated in the award, any project income earned during the performance period but not used for the project must be refunded to the BSCC. The proportion that is refunded pertains to the ratio of federal/state funds participation as funded in the project. For example, if seventy-five percent (75%) of the grant is federal/state funds and the other twenty-five percent (25%) is from the Grantee, then seventy-five percent (75%) of the project income left at the end of the grant cycle must be refunded to BSCC and the Grantee retains the other twenty-five percent (25%). The BSCC will refund the project income to the appropriate state/federal agencies.

#### **C. INTEREST INCOME**

Interest income is defined as income earned on advances of grant funds. Interest income must be reported at the end of the funding year. The form and a check for the amount of interest income to be refunded should be attached to the final Invoice (BSCC Form 201). This does not apply to state agencies, including state institutions of higher education, state hospitals, or if otherwise specified in the terms of the program.

#### **D. OTHER INCOME**

In rare cases, a Grantee may receive a refund due to an over-estimate of the employer's contribution to the Public Employees Retirement System (PERS), and the contribution has been charged to a grant as an employee benefit cost. If the overpayment refund is received within the grant's funding cycle (even if the Grant Award period has ended), the Grantee may claim the refund as project income.

#### **E. REQUESTING APPROVAL**

Prior approval from BSCC is required for the use of project income. Grantees must submit in writing how the income was earned and how the project income will be used as directed in section A above. The program income must be used for the purposes and under the conditions of the RFP, Grant Agreement, or terms listed in the federal or state award.

### **14. AMENDMENTS, CHANGES, AND MODIFICATIONS**

#### **A. AMENDING THE GRANT AWARD**

##### **1. Definition of an Amendment**

Amendments are changes to the Grant Agreement. Amendments are required in order to:

- Change the approved grant cycle, usually by extending the end date of the grant agreement;
- Change the Grant Award amount (increase or decrease);
- Change the Grantee name;

The BSCC may require an amendment for a change not listed above. All amendments to Grant Agreements must be approved by the BSCC in writing.

##### **2. Amending a Grant Agreement – General Requirements**

A Grant Agreement Amendment (Form Std. 213A) and all applicable attachments must be completed by the BSCC, approved by both parties, and fully executed by obtaining original

signatures from the person designated by the Grantee's governing board and the authorized representative of the BSCC.

All amendments must be fully executed before the expiration of the grant agreement or end of the grant cycle.

If the written authorization from the governing board for the original Grant Agreement does not authorize amendments to the grant award, a new written authorization from the governing board must be obtained and made available for review upon request.

### **3. No-Cost Extensions**

Grantees are required to complete their grant projects within the grant term listed in the Grant Agreement. If deemed necessary, no-cost extensions may be offered at the discretion of the BSCC.

A no-cost extension extends the grant cycle beyond the original project end date. As the phrase "no cost" suggests, no additional funding will be provided. The BSCC must obtain approval from its Board at a noticed board meeting before offering no-cost extensions to grantees, and all of the following conditions must apply:

- There is a programmatic need to continue the project,
- There are sufficient funds remaining to cover the extended effort, and
- The funding source (e.g., state budget appropriation, federal budget appropriation, and/or terms and conditions of federal grants) allows for the continued expenditure of funds.

No-cost extensions require the execution of a formal Grant Agreement Amendment (Form Std. 213A). The BSCC may also require additional documentation.

### **4. Amendments to Increase or Decrease the Grant Award**

Increases (augmentations) or decreases to the dollar amount of an award are initiated and approved by the BSCC.

Before initiating an increase to the award amount, the BSCC will consider:

- Availability of funds; and
- Programmatic and/or State need.

Before initiating a decrease to the award amount, the BSCC will consider:

- Failure to comply with grant requirements;
- Failure to meet program objectives and/or service goals; and
- Availability of funds.

Grantees will be notified by the BSCC in writing if the BSCC deems it necessary to change the grant award amount for any reason.

All increases and decreases to grant award amounts require the execution of a formal Grant Agreement Amendment (Form Std. 213A), which is initiated by the BSCC but must be signed by the Grantee. In addition:

- Grantees must submit a Budget Modification Request (BSCC Form 223.1).
- Grantees must submit revised budget narrative pages.
- The BSCC may require additional documentation.

## **B. OTHER CHANGES / MODIFICATIONS TO THE GRANT PROJECT**

### **1. Non-Substantive Changes**

These are minor changes to a grant project, that do not affect the scope or objectives of a project and do not require amending the grant agreement. They may include but are not limited to:

- Modifications to the grant budget (Form 223.1 required)
- Change in key personnel
- Change in project activities, that do not affect stated goals or objectives
- Changes in operational agreements
- Changes to either physical or mailing address

Grantees must obtain approval from the BSCC before making any changes to their grant project. If you have questions, contact the Field Representative assigned to your grant.

## **2. Substantive Program Modifications**

Substantive program modifications that affect the project scope, objectives, or specific program components are generally not allowed.

Substantive program modifications:

- Are not permissible for statutorily required program objectives;
- Must be discussed, prior to submission, with your designated BSCC Field Representative.
- Require a detailed narrative to explain why the change is necessary and what the outcome will be if the modification is not approved.
- Must be submitted to the BSCC by the Project Director.
- Must show that the need to modify arose out of circumstances beyond the project's control, including but not limited to:
  - Delays caused by acts of legislative or judicial bodies;
  - A strike which affects the performance of the project; or
  - Natural disasters affecting project performance.
- Must be approved by the BSCC in writing prior to the implementation of changes.

## **C. MODIFICATIONS TO THE GRANT BUDGET**

A modification to the grant budget is any change to the approved budget that:

- Modifies narrative details within a budget line-item or category but does not change any budgeted dollar amounts.
- Modifies line-item dollar amounts by moving funds from one line-item or budget category to another but does not change the total grant award.
- Allocates earned project income to support approved, existing project activities.

With the exception of a project income allocation request, budget modifications that would cause the project to exceed the amount of the grant award identified in the Grant Agreement are not allowed.

### **1. Prior Approval**

All Modification Requests require prior approval from the designated BSCC Field Representative.

If prior approval is not obtained, the grant reimbursement may be reduced by the amount of the unauthorized expenditure(s). Unauthorized expenditures may also result in audit issues.



## **2. Modification Request Procedures**

Modification requests must be submitted on a Modification Request (BSCC Form 223.1) and approved before related expenditures are reported (or ordered, contracted for, etc.) on a Financial Invoice (BSCC Form 201). Revised budget narratives may be required for approval.

## **3. Where to find the Modification Request (BSCC Form 223.1)**

The Modification Request (BSCC Form 223.1) is located within the Invoice Workbook. Grantees can locate the Invoice Workbook for their grant on the BSCC website by clicking Grantee Invoicing under Quick Links on the Corrections Planning and Grant Programs (CPGP) Division page: [http://www.bscc.ca.gov/s\\_cppgrantinvoicing/](http://www.bscc.ca.gov/s_cppgrantinvoicing/). Grant programs are listed alphabetically. Links to the Invoice Workbooks are located under each grant program heading.

## **4. Submitting the Modification Request (BSCC Form 223.1)**

Detailed instructions for completing and submitting the Modification Request (BSCC Form 223.1) are located on the Instructions worksheet within the Grantee Invoice Workbook. Note: It is helpful to print the instruction page for reference before completing the Modification Request.

The Modification Request is set up for automated submission.

### **a) Enabling Macros**

There are functions with the invoice workbook that require the use of macros. A macro is a series of commands and/or functions, such as calculations, that are embedded within the excel file. In most cases, Excel will prompt the user to enable macros. When this prompt appears, click "enable."

Note: enabling macros for the invoice workbook will not compromise the security of the local system or the security of the agency's network. If the prompt to enable macros does not appear, contact your IT department to assist.

### **b) Microsoft Outlook**

The submittal process relies on the configuration of Microsoft Outlook on a local computer. If Microsoft Outlook is not available on the computer on which you are working, contact the assigned CPGP Program Analyst for technical assistance.

If you need further assistance with the modification process, including technical assistance, contact the BSCC Analyst assigned to your grant program.

## **15. GRANTEE PROJECT REPORTING**

The BSCC is committed to measuring the results of grant programs by requiring the use of evaluation mechanisms, evaluation plans, progress reports, and final program evaluations.

Due dates and specific requirements for these reporting requirements may vary by grant program and funding source. Requirements are detailed in each grant RFP/RFA and in the grant contract. Grantee acknowledges awareness of and the responsibility to complying with reporting requirements by signing the grant award agreement.

### **A. GUIDING PRINCIPLES - IMPLEMENTING EVIDENCE-BASED PRACTICES (EBP)**

#### **1. EBP Basic Principles**

EBP emphasizes measurable outcomes and ensures that services and resources are actually effective. EBP consists of three basic principles:

- Evidence that the intervention is likely to work, i.e., produce a desired benefit;

- Evidence that the intervention is being carried out as intended; and
- Evidence that allows an evaluation of whether the intervention worked.

## **2. Embedding EBP into BSCC Grant Projects**

Evidence-based practices with an emphasis on data-driven decision making are to be embedded in all BSCC grant projects whenever possible.

The principles of EBP call for an evaluation of all program activities in order to measure impact, i.e. outcomes. In addition, it is the responsibility of the BSCC to:

- Verify that grant money is well spent; and
- Use grant results to add to the body of knowledge regarding what works.

More information regarding EBP can be found on the BSCC website, [www.bscc.ca.gov](http://www.bscc.ca.gov).

### **B. LOCAL EVALUATION PLAN**

The purpose of the Local Evaluation Plan, or outline of the final project evaluation, is to ensure programs funded by the BSCC can be evaluated. Refer to the appropriate RFP/RFA for program specific requirements. At a minimum, local evaluation plans shall:

- Clearly state project goals and objectives;
- Describe project components, program activities, and evidence-based practices that will be used;
- Provide information regarding process and outcome evaluations;
- Describe outcome variables that will be measured; and
- Describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s).

### **C. QUARTERLY PROGRESS REPORTS**

Quarterly progress reports serve a vital function in the success of the grant program. They are necessary to:

- Document the project's progress toward meeting goals and objectives in accordance with the terms of the program;
- Provide a mechanism by which the Grantee can identify issues and need for technical assistance; and
- Provide the BSCC with updates on the process evaluation, as stated in the local evaluation plan.

Progress reporting periods and due dates are specified in the Exhibit A: Scope of Work of the program's grant contract. Failure to submit a report on time may result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding.

Grantees must have the ability to collect the specified program activity data (e.g. number of participants, events, etc.) and report it to the BSCC on quarterly progress reports during the term of the grant performance period.

The report form and instructions are available to grantees on the BSCC's website.

### **D. LOCAL EVALUATION REPORT**

The purpose of the Local Evaluation Report is to determine whether the overall program (including each project component) was effective. Final reports vary by grant program, but at a minimum will:



- Include an Executive Summary
- Restate project goals and objectives
- Assess and document the effectiveness of the activities that were implemented within each individual project component, and as identified in the Local Evaluation Plan.
- Describe the evaluation design or model, as laid out in the local evaluation plan, including process and outcome variables;
- Provide in-depth discussions of the final outcomes of the program (for each individual project component), and include a determination of the degree of effectiveness and/or ineffectiveness; and
- Provide a conclusion.

#### **E. SOURCE DOCUMENTATION**

Funded projects are required to participate in data collection and submit all required reports. Grantees must keep accurate records as source documentation to support the information reported in the Progress Report.

Project records must be retained by the project for at least three years from the end of the grant award period. During programmatic monitoring and site visits, the BSCC will review these records for accuracy and compare that data to the progress reports submitted by the project.

Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. The progress reports provide project staff and BSCC with a formal process to document ongoing grant activities and project progress toward the achievement of stated program goals. All progress reports are reviewed by Program Specialists and retained in the project's award file at BSCC.

**Review of Records:** Acceptance of a grant obligates the project to allow employees and/or authorized representatives of the BSCC unrestricted access to inspect, copy, and audit all pertinent books, documents, papers, and records, including redacted confidential records.

## **16. AUDIT REQUIREMENTS AND AUDIT REPORTS**

### **A. GENERAL**

Audits are conducted to determine the fiscal integrity of financial transactions and reports, as well as compliance with laws, regulations, and administrative requirements.

All BSCC grantees, federal and state funded, are subject to the audit requirements set forth in their grant agreement and are subject to conditions of fiscal, program, and general administration to which grantees expressly agree upon accepting a grant award and signing a grant agreement.

Grantees that expend \$750,000 or more in federal awards in a fiscal year must have a single or program specific audit. The Office of Management and Budget (OMB) Guidance for Grants & Agreements - 2 CFR §200.500 provides guidance on federal audit requirements, process and determining federal funds expended. A link is provided at the end of this section.

#### **1. Are You Subject to a Federal Audit?**

Yes, if during a state fiscal year:

- 1) A grantee expends \$750,000 or more in federal awards - cumulative from all federal-funded sources - the grantee must have a single audit conducted for that year.
- 2) A grantee expends \$750,000 or more in federal awards under only one federal program (excludes Research and Development) and the federal statutes, regulations, terms and

conditions do not require a financial statement audit, the grantee may elect to have a program-specific audit. (See OMB 2 CFR Part 200 §200.507 Program Specific Audits.)

No, if during a state fiscal year:

- 3) A grantee expends less than \$750,000 in federal awards - cumulative from all federal-funded sources - the grantee is exempt from the federal audit requirements for that year.
- 4) Your BSCC grant agreement is funded exclusively through state funds – no Federal funds.

## 2. Are You Subject to a State Audit?

Refer to your Grant Agreement. You are subject to an audit for your state-funded grant award only when it is specifically set forth in the Grant Agreement.

## 3. Are You Subject to a BSCC Audit?

Yes, all BSCC grantees are subject to a BSCC audit as stated in the Grant Agreement. The BSCC will let you know if it requires that you submit a BSCC Audit.

## 4. Audits and Access to Records

The grantee agrees that the BSCC, the U.S. Federal Government, the California State Auditor, the California Department of Finance – Office of State Audits & Evaluations, the California State Controller's Office, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the grant agreement. Grantee agrees to maintain and provide access to such records for purposes of examination and audit for a period of three (3) years from the end of the grant agreement, unless a longer period of record retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees and subcontractors who might reasonably have information related to such records.

# B. ADDITIONAL INFORMATION FOR FEDERAL AUDIT REQUIREMENTS

## 1. Audit Periods and Grant Cycles

The audit period is the period of time examined in the single or program specific audit. For most BSCC grants, the audit period is the state fiscal year, July 1 through June 30. For a multi-year grant, an audit is required for each grant year or performance period.

The grant cycle may differ from the audit period. For example, a grant may run in a calendar year while the single audit cycle runs on a fiscal year. The table below illustrates all audit reports and due dates for a two-year grant that runs calendar year.

Grant Cycle	January 1, 2020 through December 31, 2022			
Date Range	Applicable Single Audit Reports (SAR)		Due to SCO	Due to BSCC
1/1/20 - 6/30/20	SAR 1	Year Ended June 30, 2020	3/31/21	4/30/21
7/1/20 - 6/30/21	SAR 2	Year Ended June 30, 2021	3/31/22	4/30/22
7/1/21 - 6/30/22	SAR 3	Year Ended June 30, 2022	3/31/23	4/30/23
7/1/22 - 12/31/22	SAR 4	Year Ended June 30, 2023	3/31/24	4/30/24

## 2. Audit Costs

The costs of audits required by, and performed in accordance with, the Single Audit Act are allowable. If the costs are not already included in a grantee's indirect cost rate, then the cost should be prorated and charged to the grant as an administrative cost based on the ratio of all of the grantee's federal grants that are being audited for that same SAR.

Unless otherwise set forth in the grant agreement, grantees who are exempt from federal audit threshold requirement may not charge audit costs to the grant.

### 3. Submission of the Federal Audit Report

**Local government grantees:** Independent auditors prepare and file Single Audit reports on behalf of local governments to the California State Controller's Office (SCO) according to the State Administrative Manual (SAM) Section – 20070.

Got to [https://www.sco.ca.gov/aud\\_single\\_audits.html](https://www.sco.ca.gov/aud_single_audits.html) for more information on submission requirements to SCO.

**Non-governmental and Community Based Organization grantees:** Grantees who meet the Single Audit threshold are required to submit Single Audit Reporting package online to the Federal Audit Clearinghouse (FAC). To review the FAC submission requirements please visit: <https://harvester.census.gov/facweb/>.

**Due to BSCC:** Generally, grantees must provide electronic copies of audit reports to the BSCC within 30 days of the grantee's receipt of the audit report or by the due date listed in the grant agreement.

**Failure to submit an audit:** A grantee that willfully fails to submit an audit as required may be deemed ineligible for future BSCC grant funds pending compliance with the audit requirements of the grant in question.

### 4. Grantee Responsibility for Subcontractors' Audit Requirements

When grantees make subawards to subcontractors:

- 1) the grantee is responsible for making sure that subcontractors comply with all audit requirements per 2 CFR §200.331(f).
- 2) If the subcontractor's agreement does not require an audit, or meet the Federal threshold, the grantee is still responsible for monitoring the subcontractor's activities to provide reasonable assurance that the subcontractor administers the Federal awards in compliance with the Federal conditions.

### 5. BSCC Audit Review - Findings and Resolution

- 1) When an audit is required, BSCC staff reviews the audit report only for findings pertaining directly to the federal grant programs that the BSCC administers.
- 2) If there are no findings related to BSCC funded programs noted in the audit report, the official grant file is noted as compliant with the audit submission requirements for that year.
- 3) If findings are identified, the designated BSCC Field Representative will follow up with the grantee to determine an appropriate action plan to resolve any issues.
- 4) Upon resolution, the official grant file is noted as compliant with the audit submission requirements for that year.

### 6. State Controller's Office Audit Findings and Resolution

The State Controller's Office (SCO):

- Follows up on general findings such as those relating to internal controls.
- Reviews and monitors the audit reports issued by external independent auditors and determines whether or not the audit reports conform to Government Auditing Standards.
- Distributes copies of audit report and corrective action plan to state entities affected by audit findings.

- Coordinates with the BSCC, when needed, to determine what follow up action is needed to close out any audit findings.

Go to [https://www.sco.ca.gov/aud\\_audit\\_finding\\_follow\\_up.html](https://www.sco.ca.gov/aud_audit_finding_follow_up.html) for more information on SCO's audit follow up process.

## **7. The Single Audit / Program Specific Audit Process**

The audit process encompasses:

- The examination of a grantee's financial records and statements;
- Federal award transactions and expenditures;
- The general management of the grantee's operations;
- The systems of internal control; and
- The financial assistance agreement received during the audit period.

An audit-reporting package includes:

- Financial statements
- A schedule of expenditure of federal funds,
- Auditor reports,
- A schedule of findings and questioned costs, and
- A corrective action plan, if applicable.

## **8. Scope of Audit**

The Single Audit is divided into two areas: compliance and financial. The compliance component of the Single Audit covers the study and understanding (planning stage) as well as the testing and evaluation (examination stage) of the grantee with respect to Federal award usage, operations, and compliance with laws and regulations. In the financial component of the audit, the auditor must determine whether the financial statements of the auditee are presented fairly in all material respects and in accordance with generally accepted accounting principles. See Section 2 CFR §200.514.

All audits performed shall be made by an independent auditor (i.e., qualified state or local government auditors or an independent public accountant licensed by the State of California). When obtaining audit services, the objective is to obtain high-quality audits as defined in Section 2 CFR §200.509.

## **9. Audit Standards**

The independent auditor must conduct the audit in accordance with the requirements in 2 CFR Part 200, Subpart F, the Generally Accepted Auditing Standards (GAGAS), and in 2 CFR §200.Appendix XI-Compliance Supplement.

## **10. Audit Objectives**

The audit objective is to review the grantee's accountability of funds and required non-Federal contributions to determine whether the grantee has done all of the following:

- Established an accounting system with adequate internal controls that provide full accountability for revenues, expenditures, assets, and liabilities;
- Prepared financial statements which are presented fairly and in accordance with generally accepted accounting principles (GAAP);

- Submitted financial reports (Federal Financial Reports, cash reports, and claims for advances and reimbursements) that contain accurate and reliable financial data and are presented in accordance with the terms of applicable agreements; and,
- Expended Federal funds in accordance with the terms of grant agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements or on the awards tested.

## 11. Audit Resources

**Office of Management and Budget (OMB) Uniform Guidance** Title 2, Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements is available at <http://www.ecfr.gov>

**Department of Justice - December 2017 Financial Grant Guide** Section 3.19 Audit Requirements is available at: <https://ojp.gov/financialguide/doj/index.htm>

**Governmental Auditing Standards Board (GASB)** Codification of Governmental Accounting and Financial Reporting Standards is available at: <https://www.gasb.org>.

**Generally Accepted Government Auditing Standards (GAGAS)** – Yellow Book that provides a framework for conducting high quality audits. It is used by auditors of governmental entities and entities that receive government awards. The Yellow Book is available at: <https://www.gao.gov/yellowbook>.

**Standards for Internal Controls in the Federal Government** also known as the Green Book sets standards for an effective internal control system for federal agencies. The Green Book is available at: <https://www.gao.gov/greenbook>.

**State Administrative Manual (SAM)** - Department of Finance, Sections 20000-20090 Auditing of State Agencies. The full manual is available at: <http://sam.dgs.ca.gov/>.

**State Controller's Office – Single Audits – Local Agencies.** This website contains information pertaining to single audit submissions and guidelines for audits of local government agencies and is available at: [https://www.sco.ca.gov/aud\\_single\\_audits.html](https://www.sco.ca.gov/aud_single_audits.html)

**State Controller's Office – Information on 2015 Internal Control Guidelines** – California Local Agencies. This guide is to assist local agencies to develop internal control guidelines to safeguard assets and prevent and detect financial errors and fraud. This guide is available at: [https://www.sco.ca.gov/pubs\\_guides.html](https://www.sco.ca.gov/pubs_guides.html).

**State Controller's Office – Accounting Standards and Procedures for Counties (ASP)** – March 2013 Edition. This manual is to ensure conformance to generally accepted accounting principles and to facilitate comparison and analysis of county financial reports on a statewide basis by minimizing differences between counties' philosophies, methods, and terminologies. This manual is available at: [https://www.sco.ca.gov/pubs\\_guides.html](https://www.sco.ca.gov/pubs_guides.html).

**American Institute of Certified Public Accountants (AICPA)** - The AICPA sets ethical standards for the profession and U.S. auditing standards for private companies, nonprofit organizations, federal, state and local governments. More information is available at: <https://www.aicpa.org>.

**Financial Accounting Standards Board (FASB)** the Financial Accounting Standards Board (FASB) is the independent, private-sector, not-for-profit organization that establishes financial accounting and reporting standards for public and private companies and not-for-profit organizations that follow Generally Accepted Accounting Principles (GAAP). More information is available at: <http://fasb.org/>.

## 17. GRANTEE MONITORING AND OVERSIGHT

The Board of State and Community Corrections (BSCC) Corrections Planning and Grant Programs (CPGP) Division provides a variety of oversight activities in grant administration in an effort to fulfill the administrative, fiduciary and programmatic contractual obligations and mandates of each grant funding stream, both federal and state monies. These activities include:

- Comprehensive Monitoring Visit (CMV)
- Initial Monitoring Visit
- Technical Assistance Monitoring Visit
- Compliance Improvement Plan (CIP) Follow-up Monitoring Visit
- Closeout Monitoring Visit
- Special Event - Monitoring

### A. COMPREHENSIVE MONITORING VISIT

#### Purpose

A Comprehensive Monitoring Visit (CMV) is an on-site assessment of the administrative, fiscal, and programmatic components of a BSCC-funded project. The resulting Comprehensive Monitoring Visit Report (CMVR) provides a detailed review of the project and identifies, in limited scope, areas in which the project is and is not in compliance with the terms of the program, laws, and regulations. Each grant project will receive a CMV at least once during the applicable grant cycle.

#### 1. Comprehensive Monitoring Visit Procedures

BSCC staff will contact the Project Director to set a mutually agreeable date for the CMV. A letter and/or email to the Project Director and Financial Officer will follow to confirm the CMV of the grant and time period to be monitored, and to document the agreed upon date of the monitoring visit. The individual(s) responsible for preparing the Invoice (BSCC Form 201), the progress report, and the oversight of grant-related activity should be available during the monitoring visit to answer questions.

The CMVR template and general monitoring expectations will be provided to the Grantee prior to the monitoring visit to assist the Grantee prepare.

The BSCC will review findings with the Grantee during the course of the monitoring, as well as at the end of the visit during an exit interview.

Exceptions to these standard procedures may occur on a case-by-case basis per assigned lead BSCC Field Representative.

#### 2. Comprehensive Monitoring Visit Requirements and Access to Records

Projects are monitored for compliance with the applicable laws, regulations, policies and program requirements.

Acceptance of the Grant Agreement obligates the project to allow BSCC staff and/or its authorized representatives unrestricted access to all project books, documents, papers, and records, (including redacted confidential records) for inspection, copying, monitoring, and auditing. BSCC reserves the right to conduct unannounced monitoring visits.

#### 3. Scope of Monitoring

The BSCC monitoring process complies with the intent of federal and state requirements. The process assesses programmatic, administrative, and fiscal components of the project. The review of fiscal components is not an audit and cannot be used to replace BSCC audit requirements.



#### **4. Comprehensive Monitoring Visit Report**

The CMVR is a useful tool that helps guide the Grantee in the successful implementation and maintenance of their project. The CMVR provides a summary of the areas reviewed and identifies whether or not those areas are in compliance with applicable requirements. The BSCC will provide the CMVR to the Grantee generally 60 to 90 days after completion of the monitoring. CMVRs with significant findings will be provided to the Grantee within 30 days. The Grantee should maintain the letter and report within the official grant file.

##### **a) No Findings Identified**

If no findings are identified in the monitoring report, the monitoring process is complete.

##### **b) Significant Findings Identified**

If significant findings are identified in the CMVR, the Grantee must submit a Compliance Improvement Plan (CIP) within 30 calendar days of the date of the receipt of the CMVR. CIP instructions and submission information will be provided by BSCC staff. Extensions may be granted by BSCC staff on a case-by-case basis.

##### **c) Compliance Improvement Plan (CIP)**

The Compliance Improvement Plan (CIP) is viewed by the BSCC as a constructive, strengthening process for Grantees. Generally, monitoring findings do not affect the Grantee's funding if a CIP is implemented.

The Grantee is responsible for developing a CIP to respond to the findings identified in the CMVR, including dates for implementation. Grantees may obtain the help of BSCC staff in CIP development. The plan must be implemented, and the deficiencies resolved in a reasonable timeframe from the CMVR date.

After BSCC verifies that all CIP activities have been implemented, a letter will be sent notifying the project that all required actions are completed. The Grantee should maintain the CIP letter and corresponding documentation on file within the official grant file.

#### **5. Corrective Action Process**

In a rare circumstance when a problem cannot be resolved thru a CIP process, the matter may be elevated to the BSCC's Executive Director for further disposition or Board review.

#### **6. Disputed Findings**

If the Grantee does not agree with any finding in the CMVR or believes a CIP is not required, then the CIP response provided by the Grantee shall include an explanation and specific reasons to support the Grantee's position that the findings are in error. BSCC staff will work with the Grantee to resolve the dispute.

#### **7. Sanctions**

If the project does not complete the required activities in the CIP, BSCC may take action as appropriate including, but not limited to:

- Withhold or reduce the amount of any payments requested by the project on an invoice (BSCC Form 201);
- Reduce the amount of the current Grant Agreement; or
- Terminate the current Grant Agreement, after providing 14 calendar days written notice to the project (unless BSCC determines that good cause exists to waive the 14-calendar day notice).

### **B. COMPLIANCE IMPROVEMENT PLAN FOLLOW-UP MONITORING VISIT**

#### **Purpose**

The purpose of the Compliance Improvement Plan (CIP) Follow-up Monitoring Visit is to provide additional technical assistance and to verify implementation of the Plan. Typically, issues will be resolved via the CIP; however, the Program Lead may conduct an on-site visit, as needed.

As indicated above, after BSCC verifies that all CIP activities have been implemented, a letter will be sent notifying the project that all required actions are completed. The Grantee should maintain the letter within the official grant file.

### **C. INITIAL MONITORING VISIT**

#### **Purpose**

The purpose of the Initial Monitoring Visit is to build relationships with the project staff, stakeholders/partners, and provide high-level evaluation of the project's infrastructure to include support areas such as

- Financial;
- Data;
- Referrals;
- Subcontracting; and
- Hiring.

Newly funded grant projects may receive an initial site visit prior to receiving a CMV, as determined by the BSCC staff and informed by the GPAT.

### **D. TECHNICAL ASSISTANCE MONITORING VISIT**

#### **Purpose**

- A Technical Assistance Monitoring Visit is to make an on-site assessment of current project conditions, follow up on previous issues, respond to a Grantee request for a visit, and/or in response to complaints lodged. Technical Assistance Monitoring Visit activities may include, but not limited to, the following: Provide information that will assist the project in meeting program goals;
- Review project objectives to determine if they are achievable;
- Review project activities to determine if they will reasonably result in achievement of the objectives;
- Review the project's source documentation and data collection process;
- Review the project's Invoice (BSCC Form 201), to determine whether any adjustments are needed;
- Discuss the monitoring visit processes with project staff so they know what to expect during future visits;
- Review the progress reports to determine if they are complete and accurate; and
- Review terms of the program with the Grantee.

### **E. CLOSEOUT MONITORING VISIT (AS NEEDED)**

#### **Purpose**

The purpose of an optional Closeout Monitoring Visit is to review outcomes and project achievements, conduct exit interviews, and assess sustainability. Often Closeout activities are performed via correspondence or telephone. In all cases, a Closeout Letter will be sent to the projects once all requirements have been met and subsequent to all payments to Grantees.

### **F. SPECIAL EVENT – MONITORING**

#### **Purpose**



This “Monitoring” may include site visits at the request from the Grantee for special functions. These visits may include:

- Participant graduations;
- Award ceremonies;
- Press Conferences; or

## **G. DESK REVIEWS – FISCAL OVERSIGHT**

The desk review is an assessment of the fiscal components of a grant project funded through a BSCC RFA or RFP process. Fiscal desk reviews are completed by CPGP Program Analysts. Upon completion of a fiscal desk review the Grantee will be provided with an email or letter informing them of the outcome. In the event a fiscal desk review identifies a concern the Field Representative and Manager will be informed and will provide direction for resolution. The record of each outcome will be filed in the grant project file.

### **1. Desk Review Frequency**

Each grant project will receive multiple fiscal desk reviews during the grant cycle. At a minimum, two desk reviews per year will occur in the first 24-months of the grant cycle. A minimum of one desk review per year will occur in subsequent years as applicable. A fiscal desk review may be completed at any time at the request of a Field Representative or Management.

### **2. Components of a Fiscal Desk Review**

#### **a) Notification**

Grantees will be notified by CPGP Program Analyst when they have been selected to receive a fiscal desk review. The notification will include forms and instructions regarding the documentation the Grantee must submit to substantiate the amounts claimed on a specified invoice, e.g., worksheets, invoices, receipts, and other related documents.

#### **b) Analysis**

Submitted documentation will be analyzed by program and fiscal staff to assess compliance with grant program requirements and other applicable standards.

#### **c) Findings**

- **No concerns identified:** a draft response is prepared by the CPGP Program Analyst and reviewed and approved by a Manager.
- **Concerns identified:** the CPGP Program Analyst informs the Field Representative and Manager. The Field Representative and Manager develop an initial response and direction for resolution.

#### **d) Response**

- **No concerns identified:** Grantee will receive the approved response and the grant file will be updated.
- **Concerns identified:** the CPGP Program Analyst will provide the Grantee with the initial response, and the CPGP Program Analyst and Manager will continue to track for resolution.

### **3. Fiscal Desk Review Findings**

When concerns are identified the BSCC will work with the Grantee to reach resolution. The Grantee is responsible for resolving the issue but BSCC is available for technical assistance as needed. Generally, review findings do not affect the Grantee’s funding if corrective action is implemented as agreed. However, failure to respond to the BSCC’s request for resolution

may result in disallowed cost, withholding of grant funds, or denial of subsequent grant awards.

#### **4. Questioned or Disallowed Costs Identified in a Fiscal Desk Review**

When costs are questioned or recommended for disallowance, and the Grantee cannot support the costs claimed through original source documents and general ledger entries, BSCC will provide an opportunity for the Grantee to substantiate the expenditure.

In cases where the expenditure cannot be substantiated, the BSCC will invoice for the disallowances and the Grantee will be required to return the funds. While the matter is under review, the BSCC may place a hold on grant funds.

#### **5. Invoice for Repayment**

The Grantee will be invoiced for costs disallowed by BSCC. The Grantee must pay the invoiced amount within 30 calendar days from the invoice date. If full payment of disallowed costs causes an undue hardship to the project, the Grantee may submit a written request to the BSCC to pay under a specified payment schedule. The term of the payment schedule shall not exceed a 12-month period, unless otherwise authorized by the BSCC.

#### **6. Sanctions for Nonpayment**

If the Grantee does not comply or is delinquent in complying with the payment requirements imposed by BSCC, a hold may be placed on any funds due to the project and/or full amount of disallowed costs owed will be due and payable. BSCC may take additional action, as appropriate, including, but not limited to, denying future grants and reducing the amount of any payments requested by the project on an invoice.

## **18. RECORDS**

Grantees are required to maintain accurate, complete, orderly, and separate records for each BSCC-funded grant. All grant records and documents must be adequately protected from fire, theft, cyber-crime, or other possible damage or loss. When grant documentation is stored away from the Grantee's principal office, an index of the records' location(s) must be maintained, and accessibility ensured during the grant period and mandatory retention period (see subsection 1A below).

### **A. AUDITS/MONITORING**

All Grantee books, documents, papers, and records relating to the Grant must be accessible to the BSCC or its designees, the State Controller's Office, the Department of General Services, the Department of Finance, and California State Auditor. If Grantees receive federal funds, this requirement also extends to the federal awarding agency and the OJP Office of the Chief Financial Officer, OJP Office of the General Counsel, or the U.S. Department of Justice Office of the Inspector General (or authorized representatives), for inspection and audit.

### **B. RETENTION AND REVIEW REQUIREMENT**

All grant records must be retained for a minimum of three years after closeout of the BSCC state or federal grant program. Check your Grant Agreement or contact your Program Analyst for your closeout end date. If the Grantee's source documentation records are retained in an e-system, those records must be retrievable during the entire grant cycle and during the three years following closeout. If an audit, investigation, review, litigation, or any other action occurs during the Grantee's record retention period, the Grantee shall retain the records until the resolution of such process, or until the end of the record retention period, whichever is longer.

## **C. DOCUMENTATION REQUIREMENTS**

### **1. Fiscal**

The retention requirement extends to books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records.

### **2. Bank Statements and Reconciliation**

Each month the cash balance shown in the accounting records (e.g., general ledger and/or cash disbursements register) should be reconciled with the cash balance shown on the bank statement.

### **3. General Ledger Account Entries**

All general ledger account entries for revenues and expenditures must be supported by subsidiary records, the original source documentation, canceled checks, and bank statements. If the bank does not return canceled checks, a check stub, or an electronic copy of the front and back of the cancelled check must be retained. Source documentation includes invoices, bills, and vouchers. The format of secondary records is determined by the Grantee. Grantees must be able to trace the general ledger entries to the Invoice (BSCC Form 201). Grantees can use worksheets to document how costs/expenditures are taken from the general ledger and recorded on the Invoice (BSCC Form 201).

### **4. Duplicate Deposit Receipts**

The Grantee must maintain copies of the deposit receipts. The receipts must show the source of the receipt (e.g., BSCC, county, city, United Way, donations) and filed with the applicable bank statement.

### **5. Canceled Checks**

Canceled checks are checks written by the Grantee for the grant program that have been processed by a bank. Each month canceled checks must be reconciled with the bank statements. If a bank does not return canceled checks, an electronic copy, or the check stub must be used.

### **6. Vouchers**

Vouchers include the following:

- Purchase orders,
- Receiving reports which show the items which are received from the vendor, and
- Vendor invoices. When invoices are paid, they must be marked as PAID with the check number to prevent the likelihood of paying the same invoice twice.

### **7. Programmatic**

The records retention requirement extends to supporting documentation, statistical records, and all other records pertinent to Grant Awards or contracts under grant-funded projects. Grantees must retain source documents that substantiate information on required BSCC reports that include:

- Progress Reports,
- Modifications to the Grant Budget (BSCC Form 223.1),
- Evaluation Data Reports; and
- Any other records the BSCC directs the Grantee to maintain.

## **D. PAYROLL RECORDS**

### **1. Functional Time Sheets**

All grant-funded personnel who are directly charged to the grant (or listed as match) either in whole or in part must maintain timecards/sheets that: 1) indicate the actual time worked and their function on each BSCC project (on a daily basis); and 2) account for all the time worked by the employee during the pay period. Timecards/sheets must be signed by the employee, signed/approved by their supervisor, and should be customized to capture the various activities performed by the employee/organization. Contact your Program Specialist for examples that may be used to assist in the development of an appropriate time reporting tool.

### **2. Personnel Payroll Files**

Personnel payroll files should include the following:

- W-2, W-4,
- Personnel action forms (i.e., approved pay rates by the governing board or appropriate personnel agency, promotions, terminations, etc.),
- Cumulative earnings record,
- Leave records,
- Employee authorized deduction forms (i.e., health insurance); and
- Paid invoices submitted by employees for reimbursement of benefit expenses.

### **3. Personnel Files**

Personnel files should include the following:

- Application forms,
- Resumes,
- Job descriptions,
- Performance evaluations; and
- Appointment documents which include approved salary rates, benefits, and other terms of employment. Salary rates, increases and benefits must be approved by the governing board or applicable personnel agency.

## **E. EQUIPMENT**

Equipment must be:

- Located on the project's premises or identified in a locator file that specifically identifies the location of the equipment or the name of the assigned individual,
- Recorded on an inventory list, identifying items purchased with BSCC funds,
- Used in accordance with the Grant Award; and
- Grantees must retain contract records for the purchase of Grant funded equipment.

## **F. ORGANIZATION POLICIES AND PROCEDURES**

The organization should have written policies and procedures covering conflict of interest/code of conduct and fraud, along with personnel policies that cover hiring, termination, benefits, salary rates, leave, and travel. There should also be written procedures regarding the accounting and reporting functions, including, but not limited to the following:

- Cash receipts and revenue,
- Deposits,
- Cash disbursements,

- Payroll,
- General Ledger; and
- Equipment.

In addition, any other policies, and procedures (e.g., purchasing contracts) that relate to operating the grant program must be in writing.

#### **G. COMMUNICATIONS**

Grantees must maintain a current telephone number and internet access with an e-mail address, as well as a current postal address and physical location within the State of California.

### **19. WITHHOLDING OR DISALLOWANCE OF GRANT FUNDS**

#### **A. WITHHOLDING OR DISALLOWANCE OF GRANT FUNDS**

The BSCC may withhold grant funds and/or disallow expenditures if the Grantee fails to comply with the terms or conditions of the Grant Agreement or this Grant Guide. This may include the following:

- Failure to submit the required progress reports in a timely manner;
- Failure to submit the final reports from previous BSCC grants in a timely manner;
- Failure to resolve interim or final audit exceptions on past or current grants in a timely manner;
- Inadequate maintenance of accounting records;
- Failure to submit proof of bond coverage in a timely manner;
- Failure to cooperate with or admit BSCC staff or other federal or state representatives to review program and/or fiscal records;
- Failure to repay or rectify costs that have been identified as ineligible for grant funding;
- Failure to adhere to the payment terms in the Grant Agreement;
- Failure to provide the required match or leveraged share of the actual total project costs;
- Failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement;
- Substantial alteration of the scope of the grant project without prior written approval of the BSCC; or
- Refusal or inability to complete the grant project in a manner consistent with the terms, conditions, and program requirements outlined in the RFP (or Request for Application (RFA)), Application for Funding, Grant Agreement and all Exhibits, Attachments, Appendices, and approved modifications.

#### **B. REDUCTION OR TERMINATION OF GRANT FUNDS**

The BSCC may reduce or terminate grant funds as set forth in the terms and conditions of the Grant Agreement or for any reason that may include the following:

- If the Grantee fails to comply with any term or condition of the Grant Agreement; or,
- If during the term of the Grant Agreement, the state and/or federal funds appropriated for the purposes of the Grant Award are reduced or eliminated by the California Legislature or by the United States Government, or, in the event revenues are not collected at the level appropriated, the BSCC may immediately terminate or reduce the Grant Agreement.

Should the BSCC deem it necessary to reduce or terminate grant funds, the BSCC shall notify the Grantee in writing. No such termination or reduction shall apply to allowable costs already

incurred by the Grantee to the extent that state or federal funds are available for payment of such costs.

### **C. DENIAL OF FUTURE FUNDING**

The BSCC reserves the right to consider the denial of future funding to any project and its officers based on its failure to comply with any term or condition of a current or previous Grant Award, poor past performance in a previous Grant Award, or failure to cooperate with state or federal auditors/monitors.

A denial of an application for funding or for future funding shall not become final until the applicant has been afforded reasonable notice and an opportunity for a timely and fair hearing. Hearings for denial shall be conducted by an impartial hearing officer whose decision shall be final.

## **20. CLOSEOUT**

The closeout of a grant is the process by which a grant or agency determines that all applicable administrative actions and all required grant activities have been completed by the Grantee. BSCC staff will notify Grantees a minimum of 30 days before the end of the grant cycle to initiate the closeout process. When all administrative and fiscal requirements have been met, Grantees will receive a Final Notice of Project Closeout.

### **A. LOCAL EVALUATION REPORT**

The Local Evaluation Report encompasses the entire grant cycle. Final payment on the grant may be withheld until the report has been submitted. This report is due to the BSCC on the due date specified in the Grant Agreement. Information about the final report can be found in Section 15.

### **B. FINAL PROGRESS REPORT**

Progress reporting periods and due dates are specified in the Exhibit A: Scope of Work of the grant contract. Failure to submit the final report may result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding.

### **C. FINAL REQUEST FOR REIMBURSEMENT**

All expenses must have been encumbered prior to the Grant Award end date. The only “unpaid obligation” that may be listed is the audit expense. Unless otherwise noted in the grant agreement, the Grantee must submit the Final Invoice (BSCC Form 201) no later than 60 calendar days after the end of the grant cycle. If the Grantee does not submit a final invoice, the BSCC may consider the last invoice submitted as the final invoice and close out the Grant Award. Once BSCC has processed the final invoice, the grant will be closed, and no further payment can be made against the grant.

### **D. REPORTING REQUIRED MATCH**

If your grant award has a required match, it must be reported on the invoice (Form BSCC 201) as the expenditures occur and before the grant ends. If the Grantee does not expend the total required match by the end of the grant cycle, or if it is not fully reported by the final invoice, the BSCC will invoice the Grantee for funds allocated that did not meet their match.

### **E. RETENTION OF RECORDS**

All records relating to the grant shall be retained in accordance with Section 18.

### **F. AUDITS CLOSEOUT**

Audits must be completed and submitted in accordance with Section 16.







## ORT GRANT PURCHASE GUIDE

1. Please send all documents or requests to purchase equipment/items to our DCPD ORT grant email address.
  - a. [ortgrant@dalycity.org](mailto:ortgrant@dalycity.org)
2. In the email, please include the following:
  - a. Procurement Documents (Quotes/Contracts)
    - i. Please include the method you used to procure the item (RFP, 3 Quotes, Sole Source, etc)
    - ii. Please include the justification for selecting the vendor you chose.
    - iii. Please include copies of the quote(s) related to how you made the selection of the vendor if it was required to be competitive based off your city's procurement policy.
  - b. Signed BSCC Grant Purchase Declaration (Example on Page 2)
    - i. The suggested declaration covers the BSCC requirement for purchases over \$3,500 related to the grant. You can create your own wording if you'd like, it just needs to meet the BSCC's requirements stated in the grant guide.
    - ii. Please create declaration on your department letterhead and send us a signed copy for our records to be forwarded to BSCC.
  - c. Verify the vendor isn't debarred – please include proof in the email (Example on Page 3)
    - i. Please verify that the vendor you selected is listed on <https://sam.gov/search/>. You may need to create an account to see specific vendor information.
      1. If the vendor is listed, please print the registration page out for the vendor or take a screenshot of the vendor that includes the date and time in the photo (example attached).
      - ii. If you can't locate a vendor in Sam.gov, you can ask the vendor if they're registered there... some companies are.
        1. If not, please have them sign a non-debarment letter. Attachment #4 is a sample debarment certification letter.
3. After submitting the above documents/items to us via email, DCPD will send it to the BSCC for approval.

- a. Once we receive the response, we'll notify you of the results.

For contracts related to the grant, please ensure that the required BSCC contract language is included.

### **2 – B: Signed BSCC Grant Purchase Declaration Example:**

[Exact text from BSCC Grant Guide \(page 24 & 25\)\(Attachment #3\)](#)

*\* Any of these items with an acquisition cost of \$3,500 or more require prior approval by the BSCC. The Grantee must submit a written declaration that the items to be purchased are: 1) to be used for services directly associated with the project; 2) essential to the success of the project; and 3) less expensive than leasing or renting the equipment for the grant cycle (based on an investigation of lease and rental options).*

Below is an example of a declaration we created to meet the requirements listed above from the grant guide. **Please ensure your declaration statement is signed and on department letterhead.**

#### **Example Declaration Letter:**

XXX will be used for services directly associated with the BSCC Organized Retail Theft Grant project.

XXX is essential to the success of our BSCC Organized Retail Theft Grant project.

Purchasing XXX is less expensive than leasing or renting the equipment for the grant cycle/Leasing or renting the equipment isn't an option.

**OR**

Leasing XXX is less expensive than purchasing the equipment.

**SIGN**

2 - C: SAM.GOV Non-Debarment Proof (Example)

Home

Search

Data Bank

Data Services

Help

☒ Requests

☐ Notifications

☐ Workspace

☐ Sign Out

Search

All Words

e.g., 1606N020Q02

Search Results

Saved Searches

Actions

Select Domain

Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

Showing 1 - 1 of 1 results

Amazon Web Services, Inc.

Active Registration

Unique Entity ID

CAGE Code

Physical Address

Expiration Date

Purpose of Registration

1 of 1

Results per page

Entity

Entity

5:27 PM

11/1/2023

Please ensure that the date and time is visible in the screenshot.

**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local entity, department, or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND FLOCK GROUP INC.  
FOR CONTRACT FLOCK SAFETY PLATFORM PRODUCTS  
(Original Amount \$501,350; New Amount Not to Exceed \$640,300)**

WHEREAS, the City of San Mateo ("City"), a municipal corporation of the State of California, and Flock Group, Inc. ("CONTRACTOR"), entered into an Agreement for Flock Safety Platform products and services ("Agreement") on August 25, 2023; and

WHEREAS, City and CONTRACTOR wish to amend the Agreement effective March 4, 2024 to purchase fifteen (15) additional automated license plate reader devices for a three-year term; and update the City of San Mateo point of contact for the agreement.

NOW, THEREFORE, the parties agree as follows:

1. Exhibit C is added to the Agreement.
2. The "Customer Notice Address" of the Agreement is amended to read:  
ADDRESS: San Mateo Police Department  
200 Franklin Parkway, San Mateo CA 94403  
ATTN: Lieutenant Paul Pak  
EMAIL: [pak@cityofsanmateo.org](mailto:pak@cityofsanmateo.org)
3. The remaining terms of the Agreement remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, CITY OF SAN MATEO and FLOCK GROUP INC. have executed this Agreement the day and year as indicated below.

CITY OF SAN MATEO

CONTRACTOR

Ed Barberini	Date
Chief of Police	

Mark Smith	Date
Its Authorized Agent and General Counsel	

APPROVED AS TO FORM

Bahar Abdollahi	Date
Assistant City Attorney	

# Exhibit C



## ORDER FORM

This order form (“**Order Form**”) hereby incorporates and includes the terms of the previously executed agreement (the “**Terms**”) which describe and set forth the general legal terms governing the relationship (collectively, the “**Agreement**”). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the “**Effective Date**”)

Customer:	CA - San Mateo PD	Initial Term:	36 Months
Legal Entity Name:	CA - San Mateo PD	Renewal Term:	24 Months
Accounts Payable Email:	ttoomey@cityofsanmateo.org	Payment Terms:	Net 30
Address:	200 Franklin Parkway San Mateo, California 94403	Billing Frequency:	50% of Annual Contract + 100% of Implementation Invoiced at Signing. 25% of Annual Contract Invoiced at First Camera Validation. 25% of Annual Contract Invoiced at Last Camera Validation. Annual payments invoiced for remainder of subscription term.
		Retention Period:	30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$45,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS <sup>TM</sup>	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon ®	Included	13	Included
<b>Flock Safety Video Products</b>			
Flock Safety Condor <sup>TM</sup> PTZ w/ LTE Service	Included	2	Included



Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	12	\$1,800.00
Condor Professional Services - Standard Implementation Fee	\$750.00	2	\$1,500.00
Subtotal Year 1:			\$48,950.00
Annual Recurring Subtotal:			\$45,000.00
Estimated Tax:			\$0.00
Contract Total:			\$138,950.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Special Terms:

- Flock allows BSCC, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representative, access to any books, documents, papers and records of the contractor which are directly pertinent to the program for the purpose of making audits, examinations, excerpts and transcriptions, for all contracts greater than \$100,000. Flock agrees to be in compliance with Equal Employment Opportunity per Executive Order 11246 as amended by Executive Order 11375 and supplemented at 41 CFR 60.

**Billing Schedule**

Billing Schedule	Amount (USD)	Estimated Invoice Date
Year 1 & 2		
At Contract Signing	\$48,950.00	50% of Year 1 Annual + 50% of Year 2 Annual + One Time Implementation Fees at Contract Signing
At First Device Installed	\$22,500.00	25% of Year 1 Annual + 25% of Year 2 on 04/1/2024
At Last Device Installed	\$22,500.00	25% of Year 1 Annual + 25% of Year 2 on 06/1/2024
Year 3	\$45,000.00	Annual Recurring on 04/1/2025
Contract Total	\$138,950.00	
Invoice dates are estimated and subject to change based on installation timeline.		

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.
Flock Safety Condor™	Flock’s pan, tilt, zoom (PTZ) or fixed cameras which capture video footage with the option to stream live video, capture and view video recordings, and upload videos.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety’s maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect’s license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: CA - San Mateo PD

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO  
Number: \_\_\_\_\_



**QUOTE**  
**# 27638**

**Qty. 2 - Falcon 3100 Video Surveillance Trailers**  
*(Configured with Verkada Camera and Audio Systems)*

DATE: 2/22/2024

QUOTE #: 27638

QUOTE EXP: 3/25/2024

PROJECT NAME: San Mateo Police Dept

TO: San Mateo Police Dept  
Anthony Riccardi  
200 Franklin Parkway  
San Mateo, CA 94403  
650-255-2386  
ariccardi@cityofsanmateo.org

SALES PERSON	PROJECT SCOPE	PAYMENT TERMS
S.Dunker	Falcon 3100 Video Surveillance Trailer	NET 30
QTY	DESCRIPTION	UNIT PRICE
2	MPS 3100 TRAILER SYSTEM	\$54,900.00
		EXTENDED PRICE
		\$109,800.00

QTY	MODEL NUMBER	DESCRIPTION	
1	MPS-3100-BASE	FALCON 3100 BASE TRAILER SYSTEM w/ 20 ft. stabilized MAST	Base System Includes <u>MP Status Monitoring &amp; Control Platform</u> - Door Contact, Vibration Sensor & GPS
1	GEN-3100-GAS	MPS 3100 <u>GAS GENERATOR</u> SYSTEM (recommended)	
1	BATT-KIT-9-100	800 AH AGM BATT 3100	
2	PTZ-CP52-512-VERK	PTZ Camera - VERKADA CP52 512GB 30 days	(2) Verkada PTZ Cameras
1	FC-CF81-512-VERK	FIXED Camera - VERKADA CF81-E 512GB 30 days	(1) Verkada Fisheye Fixed Camera
2	POE-70W-24V	24VDC DUAL CHANNEL HI POE 70W	
2	POE-35W-24V	24VDC HI POE 35W	
2	POE-RACK-PLATE	RACK PLATE WITH MOUNTING HARWARE	
1	TR-CAM-MOUNT	STOCK CAMERA MOUNT	
2	TR-CM-AXIS	CAMERA MOUNT W/AXIS HUB	
3	VMS-CAMLIC-VERKADA	VERKADA CAMERA License - 1 year	Verkada License
1	VMS-HORNLIC-VERKADA	VERKADA HORN License - 1 year	Verkada License
1	COM-TR-CP-IBR600	CRADLEPOINT CELLULAR ROUTER IBR600 KIT	Celluar Modem 4G with WIFI
1	3100-TR-AUDIO-VERK	VERKADA Audio Kit - BZ11 Horn/Speaker	
1	3100-TR-AUDIO-MT	Audio Kit Mounting System	
1	SW-16-P-1GIG	16 PORT NETWORK SWITCH	
1	TM-STROBE POD KIT	TOP MAST LED STROBE LIGHT POD KIT	LED Strobe Light - Top of Mast
1	TM-LIGHT-BAR-KIT-42-R20	TOP MAST 2-42" LED FLOOD LIGHT KIT	LED Flood Lights - Top of Mast
1	HD-WHEEL-JACK	HEAVY DUTY FRONT WHEEL JACK	
1	3100-HIGH-PIR 402	TOP-MAST MOTION (3 PIR) OPTEX LX-402 KIT	(3) Motion Sensors - Top of Mast
1	SOLAR-900W -3100	900W SOLAR SYSTEM 3100 KIT	Solar Charging

System Includes a (1) One Year Limited Warranty  
This QUOTE is valid for 30 days.

Total Less Options:	\$109,800.00
Estimated Sales Tax:	TBD
Estimated Shipping:	\$4,900.00
Estimate TOTAL:	\$114,700.00

PROPOSAL CREATED BY:  
Steve Dunker  
V.P. of Business Development  
Mobile Pro Systems  
250 Lothenbach Ave.  
West St. Paul MN 55118  
Cell: 612-619-8018 Direct: 952-324-5645  
eMail: Steve.Dunker@MobileProSystems.com

Freight Charges covers two (2) trailers shipped to San Mateo, CA.....  
NOTE: Video storage is included within the cameras themselves. There is NO Video Server located within trailer with this configuration.

I accept this estimate

DATE



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 6

Section Name: CONSENT CALENDAR

Account Number: 21-4671

File ID: 24-8467

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** March 18, 2024  
**SUBJECT:**  
Compost Broker Program – Amendment

### RECOMMENDATION:

Approve Amendment No. 2 to the Compost Broker Program Agreement with San Mateo Resource Conservation District to increase the agreement in the amount of \$90,839.54, for a new Agreement total of \$164,055.80; update payment rates; amend the scope of services; extend the term to May 1, 2026; and authorize the Director of Public Works to execute the amendment in substantially the form presented.

### BACKGROUND:

SB 1383 is a short-term climate pollutants reduction act requiring, in part, for all jurisdictions to procure an amount of recycled organics waste product (e.g., compost, mulch) proportional to the population and amount of organic waste generated in that jurisdiction. Per SB 1383, the City's annual recycled organic waste product procurement target is 8,244 tons.

The San Mateo Resource Conservation District's (SMRCD) Compost Broker Program is a collaboration between the agency, every city and town within San Mateo County, and the County of San Mateo to help jurisdictions meet the SB 1383 recycled organic waste product procurement target. Through the Compost Broker Program, the SMRCD functions as the City's direct service provider procuring and distributing compost to farm and rangeland to assist in reaching the City's recycled organic waste product procurement target.

Because the SMRCD Compost Broker Program provides for only approximately 13% of the City's 2022 target, the agency also works to identify and develop additional partnership opportunities with the county's agricultural communities to support long-term SB 1383 compliance. SMRCD will assess innovative compost procurement and application funding strategies the City might pursue to fund expansion of the program in the long term.

On June 20, 2022, City Council approved a contract with SMRCD in the amount of \$73,216.26 for the first two years of the Compost Broker Program. This program has been very successful in helping the City meet its SB 1383 recycled organics procurement target.

On January 29, 2023, Amendment 1 to this agreement was executed revising the scope of work and the duties of SMRCD to allow for subcontracting with farmers, ranchers, and other entities within the County of San Mateo to purchase SB1383 compliant compost to meet the City's state mandated recycled organics waste products procurement target. There was no change to the term or the amount of the Agreement.

On February 26, 2024, CalRecycle awarded the City \$90,839.54 in grant funds for procurement of recycled organics waste products as part of the second two-year cycle of SB1383 Local Assistance Grant funds. This work will be done under this Agreement.

Proposed Amendment No. 2 extends the term of the Agreement, increases the amount of the Agreement to include the new grant fund award from the CalRecycle SB 1383 Local Assistance Grant, and modifies the scope of work so that work can be done in agricultural areas that straddle the border between the counties of San Mateo, Santa Cruz, and Santa Clara. Staff supports this change so that more compost can be procured towards the City's annual target. Based on the above, City staff recommends for City Council to approve Amendment No. 2 to the Agreement between the City and SMRCD.

**BUDGET IMPACT:**

Funds provided by a CalRecycle Local Assistance Grant support the cost of these services and provide sufficient funding for this amendment. Staff applied for the grant in collaboration with all the jurisdictions in San Mateo County, led by the County of San Mateo Office of Sustainability.

**ENVIRONMENTAL DETERMINATION:**

Approval of Amendment No. 2 to the Compost Broker Program between the City and SMRCD is exempt from the California Environmental Quality Act (CEQA). This is because it can be seen with certainty that there is no possibility that the procurement of additional compost to help meet the City's annual recycled organic waste product procurement target would have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Amendment No. 2

**STAFF CONTACT**

Jack Johnson, Waste Management Supervisor  
jjohnson@cityofsanmateo.org  
6505227346

**AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE CITY OF SAN MATEO  
and SAN MATEO RESOURCE CONSERVATION DISTRICT FOR PROFESSIONAL CONSULTANT  
SERVICES FOR COMPOST PROCUREMENT PROGRAM DEVELOPMENT  
(\$73,216.26 [Original Agreement], \$0 [Amendment No. 1], \$90,839.54 [Amendment No. 2])**

WHEREAS, the City of San Mateo ("City"), a municipal corporation of the State of California, and San Mateo Resource Conservation District ("Consultant"), entered into an Agreement for Compost Procurement Program Development ("Agreement") on July 26, 2022; and

WHEREAS, on January 29, 2023, the City and Consultant executed Amendment No. 1 which included additional scope of services by Consultant; and

WHEREAS, City and Consultant wish to amend the Agreement to increase the budget by \$90,839.54, for a total Agreement amount of \$164,055.80, to allow for additional scope of work, updated fees, and to extend the term of the Agreement as reflected in Exhibits A2 and B2, attached and incorporated by reference.

NOW, THEREFORE, the parties agree as follows:

1. Section 1 – Scope of Services of the Agreement is amended to read:

"The scope of services to be performed by CONSULTANT under this Agreement is as described in Exhibit A2 to this Agreement, attached and incorporated by reference."

2. Section 4 – Term of the Agreement is amended to read:

"The services to be performed under this Agreement shall commence on July 1, 2022 and be completed on May 1, 2026.

3. Section 5 – Payment of the Agreement is amended to read:

"Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A2, CITY agrees to pay CONSULTANT a fee in an amount of \$164,055.80, pursuant to rates stated in Exhibit B2 to this Agreement, attached and incorporated by reference.

4. The remaining terms of the Agreement remain in full force and effect.



IN WITNESS WHEREOF, CITY OF SAN MATEO and San Mateo Resource Conservation District have  
executed this Amendment No. 2 on \_\_\_\_\_.

CITY OF SAN MATEO

CONSULTANT

---

Matt Fabry  
Public Works Director

---

Kellyx Nelson  
Executive Director  
San Mateo Resource Conservation District

APPROVED AS TO FORM

---

Linh P. Nguyen  
Assistant City Attorney

Attachments:

Exhibit A2 – Scope of Services

Exhibit B2 - Rates

## **Exhibit A2**

### **Compost Broker Scope of Work**

In consideration of the payments set forth in this agreement, San Mateo Resource Conservation District (Contractor) shall provide the following services:

Contractor shall develop and coordinate a compost procurement and application program that will assist the City of San Mateo meet its recovered organic waste product procurement requirements under CA Senate Bill 1383 (SB 1383). The program will consist of the following aspects:

1. Outreach & Technical Assistance:
  - Contractor shall conduct outreach to agricultural producers or other organizations such as but not limited to farmers, ranchers, landowners, open space districts, nonprofits, and universities about the compost procurement and application program established under this agreement, benefits of compost use, and carbon farming. Contractor shall translate any material created to conduct outreach to Spanish, and Simplified Chinese as needed.
  - Contractor shall provide agricultural producers and other organizations with technical assistance to incorporate compost into their operations, such as soil sampling, identifying compost application rates, etc.
  - Contractor shall provide agricultural producers with information for funding opportunities for compost application, such as CDFA's Healthy Soils Program and NRCS's farm bill programs.
2. Compost Procurement
  - Contractor shall identify and recruit compost procurement and application projects for the compost procurement and application program established under this agreement that will help the City of San Mateo meet its SB 1383 recovered organic waste procurement requirements.
  - Contractor shall cover up to 75% of compost/hauling/spreading costs or provide funding as cost-share for other funding sources (whichever is less). If the program is oversubscribed, Contractor shall develop a system for equitable distribution of compost or ranking system to identify projects.
  - Contractor shall track procurement credits attributed to the City of San Mateo , and where necessary, shall ensure that a signed agreement between City of San Mateo and project owner/compost recipient is in place prior to the purchase of compost. This shall be done in order for the City of San Mateo to claim SB 1383 procurement credit for procured compost in instances where the Contractor is not directly purchasing compost procured under this agreement.
  - Contractor shall procure high-quality compost that is eligible to count towards the City of San Mateo's SB 1383 procurement target as described in the CA Senate Bill 1383 regulations.
3. Record Keeping & Reporting
  - Contractor shall keep documentation proving that SB 1383 procurement credit attributed to the City of San Mateo under this agreement is solely for the use of the City of San Mateo and not claimed by any other entity or jurisdiction for their SB 1383 reporting.
  - Contractor shall collect a release of liability waiver from all individuals who receive compost through the compost procurement and application program established under this agreement. Contractor shall provide all signed waivers to City of San Mateo upon request.
  - Contractor shall collect a photo release form from all individuals who receive compost through the compost procurement and application program established under this agreement allowing the City of San Mateo to use photos taken under this agreement in

public presentations, reports, or other outreach. Contractor shall provide all signed forms to the City of San Mateo upon request.

- Contractor shall take pictures and/or videos of compost application projects.
- Contractor shall calculate the net carbon sequestration associated with this agreement and attributed to the City of San Mateo.
- Contractor shall provide the City of San Mateo with all procurement records associated with this agreement and required for the City of San Mateo's SB 1383 recycled organic waste procurement compliance recordkeeping and reporting.

#### 4. Scaling Compost Procurement Opportunities

- Contractor shall identify equipment and infrastructure necessary to increase compost use amongst agricultural producers in San Mateo County, provide cost estimates, and, if deemed necessary by the Contractor, design an equipment sharing program.
- Contractor shall explore innovative strategies for the jurisdictions within San Mateo County to provide ongoing funding for this program beyond the term of the CalRecycle SB 1383 local assistance grant.

#### 5. Administration

- Contractor shall submit invoices quarterly. The City of San Mateo will receive 12.923 of the SB 1383 procurement credits associated with the contractor's compost procurement and application program, and therefore will be responsible for \$164,055.80 which is 12.923% of the total project cost of \$1,269,470.88.
- Each quarterly invoice shall be accompanied by a progress report, which shall include updates on the Contractor's outreach, technical assistance, and compost procurement and application efforts completed during the reporting period. The progress report may also include images of compost application projects for the jurisdiction to use in public reports, presentations, or other outreach.
- Contractor shall submit a final report by March 1, 2026 summarizing all outreach, technical assistance, and compost procurement and application efforts completed through this agreement; all costs associated with the project; the SB 1383 procurement and carbon sequestration credit accredited to the City of San Mateo; and a summary of the needs, strategies, opportunities identified in Task 4, and any other relevant information.

#### 6. Procurement Only Subcontractors

- The City of San Mateo expressly authorizes Contractor to subcontract with farmers, ranchers, nonprofits, and other organization to procure compost for application on land they own or manage ("Procurement Only Subcontractors") in order to meet the Contractor's requirements under this agreement and facilitate the City of San Mateo's compliance with its recovered organic waste product procurement requirements under SB 1383. Contractor shall require Procurement Only Subcontractors to provide an executed release of liability form and executed photo release form prior to procuring any compost on Contractor's behalf. Contractor shall require all Procurement Only Subcontractors to provide Contractor with all procurement records associated with Procurement Only Subcontractor's compost procurement required for the City of San Mateo's SB 1383 recycled organic waste procurement compliances recordkeeping and reporting. Under no circumstances shall Contractor obligate the City of San Mateo's to any financial obligation beyond the do not exceed amount for this agreement through subcontracting.

#### 7. Additional Projects

- Contractor shall identify projects that help the City of San Mateo meet its SB 1383 recovered organic waste procurement requirements beyond compost procurement and application such as mulch procurement and application, composted mulch procurement and application, and/or other projects that help a jurisdiction to meet its procurement target. With written prior approval from the City of San Mateo and

agreement from Contractor, Contractor shall carry out identified projects for this program if the cost of a project is comparable or less than compost application projects. Contractor shall collect a release of liability waiver and procurement records the City of San Mateo requires for its SB 1383 procurement compliance from all individuals or organization who receive any material through the program established under this agreement.

**Exhibit B2**

**Rates**

<b>Position Title/Description</b>	<b>Staff Name</b>	<b>Salary &amp; Fringe Per Hour</b>
Administrative Officer	Lau Hodges	\$116
Biologist	Cleopatra Tuday	\$101
Senior Conservation Program Manager	Amy Kaeser	\$100
Conservation Program Manager	Timothy Federal	\$90
Conservation Program Manager	Eliza Milio	\$94
Conservation Program Specialist	Sara Polgar	\$76
Conservation Project Coordinator	Maaya Hensman	\$55
Senior Conservation Project Manager	Kasey Butler	\$81
Forest Ecologist	David Cowman	\$82
Conservation Project Manager	Christina Kelleher	\$77
Conservation Project Manager	Caileen Viehweg	\$73
Conservation Project Manager	Doug Millar	\$74
Conservation Project Manager	Eddie Sanchez	\$73
Senior Conservation Project Manager	Grace Allen	\$73
Conservation Project Manager	Erica Harris	\$82
Senior Conservation Project Manager	Stephanie MacDonald	\$82
Conservation Project Manager	Jeff Raifsnider	\$72
Director of Advancement	Adria Arko	\$116
Director of Stewardship	Joe Issel	\$137
Engagement Officer	Barb Kipreos	\$94
Executive Director	Kellyx Nelson	\$160
Santa Cruz Mountains Stewardship Network Manager	Dylan Skybrook	\$90
Director of Water Resources	Jarrad Fisher	\$133
Senior Conservation Technician	Andrew Hall	\$82
Water Quality Program Manger	Noah Katz	\$94
Conservation Project Associate	Ainé Javier	\$52
Administrative Assistant	Cesar Aguilar	\$56

Conservation Project Manager	Ryan Silsbee	\$73
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# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 7

Section Name: CONSENT CALENDAR

Account Number: 72-467:

File ID: 24-8468

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** March 18, 2024

**SUBJECT:**  
Wastewater Treatment Plant Upgrade and Expansion Project – Agreement

### RECOMMENDATION:

Approve a Right-of-Entry Agreement with the City of Hollister, at no cost, allowing the City to enter onto the City of Hollister's Wastewater Treatment Plant property for the purpose of obtaining sludge to support startup of the City of San Mateo's new wastewater treatment plant; and authorize the Public Works Director to execute the Agreement in substantially the form presented and to execute any necessary no-cost amendments.

### BACKGROUND:

The City is currently under a Regional Water Quality Control Board Cease-and-Desist Order requiring improvements to its sewer collection system and Wastewater Treatment Plant (WWTP) to eliminate sanitary sewer overflows and unauthorized discharges of untreated or partially treated wastewater to San Francisco Bay. The Clean Water Program (CWP) includes several capital improvement projects that are currently under construction and intended to comply with the Cease-and-Desist Order. The WWTP Upgrade and Expansion Project (Project) is the largest of these CWP projects, which will result in a new treatment plant for processing wastewater.

Construction of the WWTP Upgrade and Expansion is nearing completion. Once construction is completed and systems are tested with clean water, the treatment processes need to be "seeded." Seeding consists of using sewage sludge to provide biological seed material to support growth of the bacteria needed to effectively treat wastewater. The City needs a certain type of sludge to speed up the seeding process that is not produced at the existing WWTP. Staff evaluated options for importing sludge from other WWTPs and determined the City of Hollister provides a cost-effective solution to seed the new WWTP as it can provide the correct type of sludge at the lowest cost to transport. The City of Hollister is agreeable to providing the seed sludge to the City of San Mateo at no-cost pursuant to the terms within the proposed Right-of-Entry Agreement, included as Attachment 1. The WWTP Upgrade and Expansion project's contractor will be scoped to obtain and transport the seed sludge, as well as seed the new WWTP.

Staff has reviewed the Right-of-Entry Agreement and recommends for Council to approve and authorize the Public Works Director to execute the Agreement.

### BUDGET IMPACT:

There are no costs associated with executing this right of entry agreement with the City of Hollister.

### ENVIRONMENTAL DETERMINATION:

The City prepared a Final Programmatic Environmental Impact Report (Final PEIR) in accordance with the California Environmental Quality Act (CEQA) (SCH No. 2015032006). Council on June 6, 2016, certified the PEIR. In accordance with CEQA, the Final PEIR serves as the primary environmental compliance document for the implementation of the Clean

Water Program. The City prepared Addenda to the Final PEIR that was approved on July 16, 2018 (Addendum 1) and April 15, 2019 (Addendum 2). This work is within the scope of the Project evaluated in the PEIR and Addendum.

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Agreement

**STAFF CONTACT**

Thomas Ruark, Senior Project Manager

[truark@cityofsanmateo.org](mailto:truark@cityofsanmateo.org)

(650)522-7280

Deryk Daquigan, Acting Deputy Director of Public Works

[Ddaquigan@cityofsanmateo.org](mailto:Ddaquigan@cityofsanmateo.org)

(650)522-7287

Matt Fabry, Director of Public Works

[mfabry@cityofsanmateo.org](mailto:mfabry@cityofsanmateo.org)

(650)522-7309



**RIGHT OF ENTRY AGREEMENT  
BETWEEN  
THE CITY OF HOLLISTER  
AND  
CITY OF SAN MATEO**

**THIS RIGHT OF ENTRY AGREEMENT ("AGREEMENT")** is entered into by and between the CITY OF SAN MATEO and the CITY OF **HOLLISTER**, a municipal corporation ("CITY"), upon execution by the CITY.

**RECITALS**

- A. WHEREAS**, the CITY OF SAN MATEO needs to obtain "seed" sludge from the CITY to be used in the commissioning of its new wastewater treatment plant, which the CITY has agreed to provide to the CITY OF SAN MATEO at no cost; and
- B. WHEREAS**, the CITY OF SAN MATEO will be trucking the "seed" sludge from the premises of the City of Hollister Water Reclamation Facility ("WRF") in the City of Hollister, County of San Benito, State of California; and
- C. WHEREAS**, the CITY OF SAN MATEO desires to obtain access to those areas of the WRF premises designated on **Exhibit A** (vicinity of the Sludge Handling Building) (collectively "Properties") attached hereto and incorporated by reference herein, for the purpose of trucking off-site sludge from the gravity belt thickener; and
- D. WHEREAS**, the CITY is willing to allow CITY OF SAN MATEO employees, agents, contractors, and consultants to enter the Properties for the purpose of trucking off-site sludge from the gravity belt thickener under the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. **Right of Entry**. CITY hereby grants to CITY OF SAN MATEO a temporary right of entry, as hereinafter described, on the Properties. Said right of entry is subject to all licenses, easements, leases, encumbrances, claims of title and agreements, affecting the Properties.
- 2. **Purpose**. Subject to the limits herein stated, the right of entry granted herein is a right to enter onto the Properties for the purposes of trucking off-site sludge from the gravity belt thickener (the "Project") for the purpose of starting

up the CITY OF SAN MATEO'S new Wastewater Treatment Plant, and at the locations shown on **Exhibit A**.

Hauling sludge off-site by the CITY OF SAN MATEO will entail the following:

Requirements of City of San Mateo:

1. Provision of all necessary trucks, mixing storage tank, pumps, piping, standby power and fuel to pump from the gravity belt thickener into the trucks. It is anticipated that 1 mixing storage tank and associated generator, and one trailer mounted diesel pump will be required.
2. Make necessary piping modifications on the discharge of the thickened sludge pump to allow conveyance to the mixing storage tank.
3. To haul the necessary sludge for startup of the CITY OF SAN MATEO'S new Wastewater Treatment plant will require up to 4 truck trips per day over a period of 20 working days (Monday through Friday). The trucks are anticipated to be tractor trailer truck up to 60 foot in length.
4. Upon completion of project remove all temporary facilities, convert thickened sludge pump discharge piping to original configuration and leave site to pre-existing conditions.

Requirements of City of Hollister

1. Adjust speed of gravity belt thickener and dosage of polymer to create 2 to 3 percent sludge.
  2. Confirm the existing thickened sludge pump is operable.
  3. Allow use of existing thickened sludge pump to pump sludge off of gravity belt thickener into mixing storage tank.
  4. Provide "seed" sludge to City of San Mateo at no cost.
3. **Limitations.** Activities conducted pursuant to this right of entry shall be conducted only after CITY OF SAN MATEO has determined that no underground utilities or other hazards exist in the area of the proposed sludge hauling operation.

4. **Term.** Subject to the termination provision set forth in Section 6 below, the term of the right of entry shall be for a period of 60 days and begin upon execution of this Agreement by CITY or when the CITY OF SAN MATEO provides two weeks' notice that sludge hauling operations will begin, whichever occurs later.
5. **Terms and Conditions.** The Right of Entry is given subject to the following terms and conditions.
  - 5.1 No entry shall be made until CITY has received and approved: a schedule and scope for the proposed work and a list of the names of all agents and contractors of the CITY OF SAN MATEO authorized by CITY OF SAN MATEO to enter the Properties. Notice shall be provided to the CITY at least two weeks' prior to the requested date of entry to coordinate site access and safety requirements for entry.
  - 5.2 CITY OF SAN MATEO shall be responsible for coordination of work to avoid any utility conflicts, or conflicts with any Properties facilities and/or operations.
  - 5.3 CITY OF SAN MATEO and its employees, agents and contractors shall comply with all applicable local, state, and federal laws and regulations including those laws which govern worker health and safety and reporting the use, handling, treatment, removal, or disposal of toxic or hazardous substances, materials or wastes, including without limitation all substances described in the definition of Hazardous Materials set forth in **Exhibit B** attached hereto and incorporated herein, which may exist on the Properties (hereinafter "Hazardous Materials"); and shall obtain all required regulatory and governmental permits and licenses necessary to perform the work hereunder; shall conduct their operations on the Properties so as to avoid unfavorable impact upon the environment; shall comply with all applicable provisions of the Environmental Quality Act of 1970 (California Public Resources Code, Sections 21,000, et. seq.); and shall take all required steps to minimize dust and noise in conformance with neighborhood and governmental standards.
  - 5.4 All tools, equipment, and other property taken upon or placed upon the land by the CITY OF SAN MATEO shall remain the property of the CITY OF SAN MATEO and may be removed by the CITY OF SAN MATEO at any time within a reasonable period after the expiration of this permit or right-of-entry. CITY shall not be responsible for any tools, equipment or other property stored

or left on the Properties by the CITY OF SAN MATEO or its employees, agents and contractors.

- 5.5** Two (2) weeks prior to its entry onto the Properties, CITY OF SAN MATEO shall provide CITY with certificates of insurance or self-insurance acceptable to CITY from any contractor used by CITY OF SAN MATEO to conduct the activities covered by this Right of Entry, showing CITY as an additional insured party upon request and effective for the term of this right of entry. Insurance Coverage provided by contractors shall meet, at a minimum, the requirements set forth in **Exhibit C** attached hereto and incorporated herein.
- 5.6** CITY OF SAN MATEO and its employees, agents and contractors shall properly and lawfully transport and dispose of any and all drill cuttings, purged water and Hazardous Materials generated by the work of such parties on the Properties.
- 5.7** CITY OF SAN MATEO hereby agrees to indemnify, defend, assume all liability for and hold harmless CITY and its officers, employees, agents and representatives from any and all liability for any loss, damage, liability, or liability for damages, whether for loss of or damage to Properties, or injury to, or death of persons, which may arise out of operations by CITY OF SAN MATEO, its employees, agents or contractors on the Properties, except as such loss or damage as is caused by or arises out of the active negligence or willful misconduct of CITY, its agents, officers or employees. The foregoing shall include any loss, damage, claim, or liability for damages or injury caused by or resulting from generation of Hazardous Materials, or the creation of increased hazard to the public from existing materials arising from the operations of CITY OF SAN MATEO, its employees, agents or contractors.
- 5.8** Nothing herein shall be deemed to relieve the CITY OF SAN MATEO, its employees, agents or contractors from responsibility for any loss, damage, claim, or liability for damages or injury resulting from its activities conducted on CITY property.
- 5.9** If any action of the CITY OF SAN MATEO employees or agents in the exercise of this right-of-entry results in damage to the real property, the CITY OF SAN MATEO will, at its option, either repair such damage or make an appropriate settlement with the CITY.

- 5.10 Nothing herein shall be construed as a grant of title or any interest in the Properties.
- 5.11 Nothing herein shall be construed as an admission of liability by CITY of its responsibility as to any Hazardous Materials which may be found on the Properties, nor, except as expressly provided herein, as an admission of liability by CITY OF SAN MATEO as to any Hazardous Materials which may be found on the Properties.
- 5.12 CITY OF SAN MATEO shall obtain and maintain all necessary permits from the relevant agencies and comply with all current laws, ordinances, orders, rules, regulations and permits with respect to its performance of the activities relevant to this right of entry.
- 5.13 All work shall meet the requirements of the Standard Specifications of the City of Hollister for Public Works Construction.
- 5.14 CITY OF SAN MATEO will provide CITY with copies of all reports, data, maps, and other documentation prepared concerning the work at the Properties.
- 5.15 CITY shall have access to observe and to inspect any and all activities during the term of this Right of Entry.

6. **Termination of Right of Entry.** Either party shall have the right to terminate this Right of Entry, without cause, by giving not less than seven (7) days written notice of termination.
7. **Notices.** All notices given in conjunction with this Agreement shall be written, and shall be effective three (3) days after deposit in the U.S. Mail, first class postage prepaid to the applicable address stated below, or to such other address as the party may designate by written notice:

CITY OF SAN MATEO:      CITY OF SAN MATEO  
Public Works Department  
330 W. 20<sup>th</sup> Ave  
San Mateo, CA 94403  
Attn: Matt Fabry, Director of Public Works  
(650) 522-7300

CITY OF HOLLISTER:      City of Hollister  
5 of 6

ROE – CITY OF SAN MATEO  
Sludge Hauling  
03/21/2023

William Via  
Public Works Department  
1321 South Street  
Hollister, CA 95023  
(831)-636-4370

8. **Headings and Titles:** The captions and paragraphs of this Right of Entry are only to assist the parties in reading and understanding this Right of Entry and shall have no effect upon the construction or interpretation of any part thereof.

**IN WITNESS WHEREOF**, the parties have executed this instrument the day and year first above written.

**"CITY"**

APPROVED AS TO FORM:

CITY OF HOLLISTER, a municipal corporation

\_\_\_\_\_

By:\_\_\_\_\_

Name  
Title

Name  
Title

**"CITY OF SAN MATEO"**

CITY OF SAN MATEO, a municipal  
government agency

By:\_\_\_\_\_

Matt Fabry  
Public Works Director

Date:\_\_\_\_\_

## EXHIBIT A



EXHIBIT A - CITY OF SAN MATEO Right-of-Entry

## **EXHIBIT B**

### **HAZARDOUS MATERIALS**

For the purpose of this Agreement, **“Hazardous Materials”** shall mean any and all (a) substances, products, by-products, waste, or other materials of any nature or kind whatsoever which is or becomes listed, regulated or addressed under any Environmental Laws, and (b) any materials, substances, products, by-products, waste, or other materials of any nature or kind whatsoever whose presence in and of itself or in combination with other materials, substances, products, by-products, or waste may give rise to liability under any Environmental Law or any statutory or common law theory based on negligence, trespass, intentional tort, nuisance, strict or absolute liability or under any reported decisions of any state or federal court; and (c) any substance, product, by-product, waste or any other material which may be hazardous or harmful to the air, water, soil, environment or affect industrial hygiene, occupational, health, safety and/or general welfare conditions, including without limitation, petroleum and/or asbestos materials, products, by-products, or waste.

For the purpose of this Agreement, **“Environmental Laws”** shall mean and include all federal, state, and local laws, statutes, ordinances, regulations, resolutions, decrees, and/or rules now or hereinafter in effect, as may be amended from time to time, and all implementing regulations, directives, orders, guidelines, and federal or state court decisions, interpreting, relating to, regulating or imposing liability (including, but not limited to, response, removal, remediation and damage costs) or standards of conduct or performance relating to industrial hygiene, occupational, health, and/or safety conditions, environmental conditions, or exposure to, contamination by, or cleanup of, any and all Hazardous Materials, including without limitation, all federal or state superlien or environmental clean-up statutes.



## EXHIBIT C

### INSURANCE REQUIREMENTS

CITY OF SAN MATEO shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CITY OF SAN MATEO, its agents, representatives, employees or subcontractors.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CITY OF SAN MATEO has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

If the CITY OF SAN MATEO maintains broader coverage and/or higher limits than the minimums shown above, the City of Hollister (Entity) requires and shall be entitled to the broader coverage and/or the higher limits maintained by the CITY OF SAN MATEO. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

#### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

##### ***Additional Insured Status***

Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CITY OF SAN MATEO including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CITY OF SAN MATEO's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

##### ***Primary Coverage***

For any claims related to this contract, the **CITY OF SAN MATEO's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any

insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the CITY OF SAN MATEO's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

### ***Umbrella or Excess Policy***

The CITY OF SAN MATEO may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the CITY OF SAN MATEO's primary and excess liability policies are exhausted.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

### ***Waiver of Subrogation***

CITY OF SAN MATEO hereby grants to Entity a waiver of any right to subrogation which any insurer of said CITY OF SAN MATEO may acquire against the Entity by virtue of the payment of any loss under such insurance. CITY OF SAN MATEO agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

### ***Self-Insured Retentions***

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the CITY OF SAN MATEO to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$25,000 unless approved in writing by Entity. Any and all deductibles and SIRs shall be the sole responsibility of CITY OF SAN MATEO or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. Entity may deduct from any amounts otherwise due CITY OF SAN MATEO to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. Entity reserves the right to obtain a copy of any policies and endorsements for verification.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with

a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

***Claims Made Policies (note – should be applicable only to professional liability, see below)***

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided ***for at least five (5) years after completion of the contract of work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the CITY OF SAN MATEO must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of work.

***Verification of Coverage***

CITY OF SAN MATEO shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause **and a copy of the Declarations and Endorsements Pages of the CGL and any Excess policies listing all policy endorsements.** All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CITY OF SAN MATEO's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

***Special Risks or Circumstances***

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



# CITY OF SAN MATEO

City Hall  
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San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 8

Section Name: CONSENT CALENDAR

Account Number: 18-611

File ID: 24-8462

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** March 18, 2024  
**SUBJECT:**  
Senior Get Around Transportation Program Agreement – Amendment

### RECOMMENDATION:

Approve Amendment No. 1 to the Agreement with Serra Yellow Cab, Inc. in the amount of \$75,000, for a new contract total of \$225,000, for the Senior Get Around Transportation Program for Fiscal Year 2023-24; and authorize the Director of Parks and Recreation to execute the amendment in substantially the form presented.

### BACKGROUND:

The Parks and Recreation Department facilitates the Senior Transportation “Get Around” Program. This program was initiated in January of 2018. Since the inception of this senior transportation program, active ridership has dramatically increased on an average monthly from 125 riders in FY 2021-22, 398 riders in FY 2022-23 to 444 active riders this FY 2023-24.

In June 2023, the City Council approved a contract for Fiscal Year 2023-24 with Serra Yellow Cab, Inc. in the amount of \$150,000 to facilitate the Get Around Program. It was believed that even with the increase in cost of services and increased volume of ridership from previous years, the approved \$150,000 would suffice programmatic operations. However, with the significant recent increase in ridership compiled with the increase in cost for wheelchair accessible rides, it is projected that for FY 2023-24, the cost of the service will require additional funding of \$75,000, increasing the annual contract total from \$150,000 to \$225,000 for the remainder of the fiscal year.

### BUDGET IMPACT:

Additional funding for this program is available from the City/County Association of Governments (C/CAG) Lifeline Transportation Program Cycle C funding, City matched funds, and Measure S Funds, there is adequate funding for this contractual increase.

### ENVIRONMENTAL DETERMINATION:

This amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

### NOTICE PROVIDED

All meeting noticing requirements were met.

### ATTACHMENTS

Att 1 - Serra Yellow Cab, Inc. - Amendment No. 1

**STAFF CONTACT**

Stephanie Douglas, Community Services Section Manager

[sdouglas@cityofsanmateo.org](mailto:sdouglas@cityofsanmateo.org)

(650) 522-7442

**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND  
SERRA YELLOW CAB, INC. FOR FISCAL YEAR 2023-2024  
(\$150,000 [Original Amount], \$225,000 [Amendment 1])**

This Amendment is made and entered into this day of March \_\_, 2024, by and between the CITY OF SAN MATEO, a municipal corporation existing under the laws of the State of California ("CITY"), and a Serra Yellow Cab, Inc. ("CONTRACTOR").

WHEREAS, the City and Contractor wish to amend that certain Agreement dated June 23, 2023, by adding \$75,000 to the amount payable, for a total Agreement amount of up to \$225,000.

NOW, THEREFORE, the parties agree as follows:

1. Section 5 of the Agreement is amended to read:

“Payment shall be made by CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONTRACTOR a fee in an amount of up to **\$225,000** for fiscal year 2023-2024, pursuant to rates stated in Exhibit B, attached and incorporated by reference.”

2. Exhibit B of the Agreement is amended to read:

“CONTRACTOR will submit an itemized invoice to the CITY by the 20th of each month to evidence all rides provided. Invoices shall be sent to: San Mateo Parks and Recreation Attn: Senior Transportation “Get Around” Program 330 West 20th Avenue San Mateo, CA 94403. The CITY will send invoiced payment within 30 days of receipt of the invoice. Payments shall be sent to: Serra Yellow Cab of Daly City Inc. Attn: Talib Salamin 195 87th Street #D Daly City, CA 94015.

Transportation rates will be charged at the following rates: Rides that over 5 miles will be charged \$25.10 starting fee, plus \$3.00 per mile on the 5 plus mile, plus 15% service fee. Any rides that are less than five miles will be charged a five-mile rate of \$25.10. Wheelchair accessible rides will be charged a \$40.00 starting fee (flag drop), plus \$3.00 dollars a mile, plus 15% service fee. Any wheelchair accessible rides that are less than five miles will be charged a five-mile rate of \$40.00. An additional \$0.30 click charge will be incurred for trips slowed by excessive traffic or other uncontrollable circumstances.

The senior patrons will pay the first \$5.00 and the remaining fee will be paid by the City. The City of San Mateo will not pay for any gratuity or tipping. Any tips will be left to the rider’s discretion. All fees, taxes and services under this

3. The remaining terms of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, CITY OF SAN MATEO and CONTRACTOR have executed this Agreement the day and year first above written.

CONTRACTOR

Talib Salamin                      Date  
Serra Yellow Cab of  
Daly City Inc.  
President

Mazarin Vakharia  
Assistant City Attorney



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 9

Section Name: CONSENT CALENDAR

Account Number: 25-311:

File ID: 24-8475

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Community Development Department  
**MEETING DATE:** March 18, 2024

**SUBJECT:**

General Plan, Housing Element, and Housing Successor Agency – 2023 Annual Progress Reports

**RECOMMENDATION:**

Accept the 2023 Annual Progress Reports for the General Plan, Housing Element, and Housing Successor Agency, and direct the Community Development Director to file the reports with the State.

**BACKGROUND:**

Government Code Sections 65400 and 65700 require local planning agencies to submit an Annual Progress Report (APR) on the status of their General Plan and Housing Element implementation to the local legislative body. The APR is then required to be submitted to California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) by April 1<sup>st</sup> of each year. Hence, the Community Development Department (CDD) is seeking acceptance of the General Plan and Housing Element Annual Progress Reports (Attachments 1 and 2) by City Council, prior to submittal to OPR and HCD. This report also includes information related to Accessory Dwelling Unit (ADU) development within the City since adoption of the updated ADU Ordinance on March 21, 2022, which allowed for greater flexibility beyond the minimums required by state law.

The City's annual Housing Successor Report, as required by California Health and Safety Code Section 34176.1(f), is included as Attachment 3. This report provides details of the housing funds, assets, and activities of the City of San Mateo, which is acting as the Housing Successor Agency of the former Redevelopment Agency of the City of San Mateo.

**General Plan Annual Progress Report Summary**

The General Plan is a State-mandated document that sets the framework for the City's physical, social, and economic development into the future. In 2018, California Government Code Section 65700(b) was amended to make the General Plan Annual Progress Report (APR) requirement applicable to charter cities. In prior years, charter cities were only required to submit an APR that documented progress made toward implementing their certified Housing Element. The City submitted its first General Plan APR in 2020.

The City's General Plan APR (Attachment 1) highlights the accomplishments in 2023 in implementing land use related goals, policies, and actions. Through the accomplishments highlighted in the APR, the City continues to work to achieve a healthy economic, social, and physical environment to serve the San Mateo community. The APR includes the following key information:

- Planning activities initiated or completed by the City in 2023;
- Highlights of major planning applications approved in 2023;
- Building permit and construction status of major development projects; and
- Implementation summary of General Plan goals, policies and actions pertaining to land use.



This will be the last APR that is submitted for the current General Plan 2030, with next year’s APR focused on General Plan 2040, which is scheduled for adoption at this meeting (March 18, 2024).

**Housing Element Annual Progress Report Summary**

While the Housing Element is a part of the General Plan, the Housing Element APR is subject to additional and specific requirements not applicable to other elements of the General Plan. The Housing Element APR has been prepared pursuant to California Government Code Section 65400 and includes a detailed accounting of all housing projects submitted, reviewed, entitled, and constructed in the City in 2023. The APR also provides an update on the implementation on each of the Housing Element’s policies and programs to achieve the City’s housing vision.

This is the first APR on the City’s 2023-2031 Housing Element for the sixth housing cycle, and it includes the following information:

- Progress report on implementation of the Housing Element programs<sup>1</sup> ([Attachment 2](#) - Table D):
- Progress in meeting the City’s share of regional housing needs assessment (RHNA) by income level;
- Information on the types of housing units that were issued building permits, as well as those that were completed; and
- Information on number of planning applications submitted, as well as those that were approved.

During the 2023 reporting period, the City’s primary focus was on preparing a Housing Element that could achieve certification by HCD, and on January 19, 2024, HCD notified the City that its updated Housing Element was in substantial compliance with state law. Staff is now preparing to bring the updated Housing Element before the Planning Commission in April and City Council in May for adoption. However, in addition to the work on the Housing Element itself, there has been meaningful progress on Housing Element implementation, including the following achievements:

- Waters Park, a 190-unit housing project is nearing completion of construction. Of those 190 units, 31 units completed construction in 2023;
- 406 E. 3<sup>rd</sup> Avenue, a 25-unit mixed-use housing project was constructed;
- The Planning Application for Nazareth Vista (616 S. B Street), a 48-unit mixed-use housing project received entitlement approvals;
- Accessory Dwelling Unit (ADU) production saw 83 permits issued and 50 units completed, which is above the City’s annual production target of 55 permits issued;
- Objective Design Standards (ODS) was adopted in 2023 and provides streamlined review for qualifying multi-family and mixed-use housing projects; and
- The administrative approval threshold for new housing development increased from 5 to 25 units, which will allow for a more streamlined planning approval process for smaller housing projects.

Table 1 below summarizes some of the key data contained in Table A-2 regarding housing units and their affordability levels, included in planning applications submitted and approved in 2023; as well as building permits issued and completed/constructed (certificate of occupancy). Per HCD definition, applications submitted are applications that have been determined complete by the jurisdiction.

Table 1 - 2023 Housing Units Summary Table	Very Low	Low	Moderate	Above Moderate	Total	Report Table
Planning Applications						
Units Submitted	19	3	2	160	184	Table A
Units Disapproved	0	0	0	0	0	Table A
Total Units Approved	7	3	2	52	64	Table A
Building Permits						

<sup>1</sup> This report covers the latest Housing Element programs that HCD determined to be in substantial compliance with State housing laws on January 19, 2024.

Permit Issued	24	24	20	24	92	Table A-2
Certificate of Occupancy	23	24	19	56	122	Table A-2

Tables A and A-2 in the attached APR also indicate what type of housing units are approved and built. In addition to regular housing units, the production of ADUs is also included in the housing numbers outlined in Table 1. In 2023, 83 ADU building permits were issued and 50 ADU permits were constructed. For comparison, in 2022, 84 ADU permits were issued and 53 ADU permits were constructed. The City's annual ADU target is 55 building permits issued per year.

Table B in the attached APR shows the progress of housing unit production by affordability level as defined by issuance of building permits for the first year of the current housing cycle (2023-2031). The City has achieved 141 units or 2% of its allocation for total new housing units, as shown in Table 2 below. For comparison, the City reported 368 units in 2022. Due to increasing interest rates and a more challenging environment for construction financing, multiple development projects with housing units that were previously approved have received and been granted deadline extensions. These projects are expected to get built once there are favorable financial market conditions.

**Table 2 – RHNA and Housing Construction**

	Projection Period (6/30/22-1/30/23)	2023	Total Units	Total RHNA
<b>Total Housing Units</b>	<b>49</b>	92	<b>141</b>	<b>7,015</b>
Very Low Income Units	1	24	25	1,777
Low Income Units	13	24	37	1,023
Moderate Income Units	25	20	45	1,175
Above Moderate-Income Units	10	24	34	3,040

For the 2023 reporting period, a new table (Table K) was added by HCD to report any local tenant preference ordinance, which the City does not have currently. Table I, which previously reported on lot split projects pursuant to Senate Bill 9, was removed and incorporated into Tables A and A-2. No SB 9 applications were received in 2023. However, the City processed one SB 9 application in 2022 that received building permit issuance in 2023. The City reported the status of several activities supported by the Local Early Action Program (LEAP) grant, which includes the 2023-2031 Housing Element update and progress on housing policies and code amendments. Table H provides information on three City owned surplus sites. The City did not have anything to report in the following Tables: C) Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law; E) Commercial Development Bonus Projects; F) United Rehabilitated, Preserved and Acquired for Alternative Adequate Sites; F2) Above Moderate Income Units Converted to Moderate Income Units; G) Locally Owned Lands that have been sold, leased or otherwise disposed of; J) Student Housing Development for lower-income students; and K) Tenant Preference Policy.

### Accessory Dwelling Units

Following adoption of the City's ADU Ordinance on March 21, 2022, the City Council directed staff to provide annual updates on the implementation of the Ordinance. ADUs have become an increasingly popular solution to provide additional living units in residential neighborhoods. Any ADU that meets the standards outlined in the City's adopted ADU Ordinance is approved with a ministerial permit. The majority of ADU proposals in the City of San Mateo conform to these development standards and are processed ministerially. In order to allow for flexibility and creative ADU designs, the City offers a discretionary permit application option through an Accessory Dwelling Unit Discretionary Review (ADUDR) Planning Application process to consider proposals for ADUs that are not in full compliance with the development standards outlined in the adopted ADU Ordinance. ADUDR applications are currently processed at no additional cost to the applicant as a pilot. The City began processing ADUDR applications after adoption of the ADU Ordinance in 2022, and a total of 11 ADUDR applications have been submitted since going into effect. Of the 11 total applications, six proposed the expansion of an existing structure within a legal non-conforming setback of less than four feet from a property line, four proposed a second-story balcony, and one proposed a height exceedance. Five of the 11 submittals have been approved, five are currently incomplete applications under review, and one was withdrawn. For the withdrawn ADUDR application,

the applicant revised the proposal to conform to ADU development standards and resubmitted for a ministerial permit. An overview of all ADUDR applications received to-date are summarized in Table 3 below.

**Table 3 – Accessory Dwelling Unit Design Review (ADUDR) Planning Applications**

Application #	Year	Reason for ADUDR	Determination
PA22-048	2022	Expansion of existing structure within required setbacks	Approved
PA22-049	2022	Height exceedance	Approved
PA22-082	2022	Expansion of existing structure within required setbacks	Approved
PA22-084	2022	Expansion of existing structure within required setbacks	Approved
PA23-023	2023	Second-story balcony	Under Review/Incomplete
PA23-048	2023	Second-story balcony	Withdrawn
PA23-059	2023	Second-story balcony	Under Review/Incomplete
PA23-086	2023	Expansion of existing structure within required setbacks	Approved
PA23-091	2023	Expansion of existing structure within required setbacks	Under Review/Incomplete
PA24-001	2024	Second-story balcony	Under Review/Incomplete
PA24-006	2024	Expansion of existing structure within required setbacks	Under Review/Incomplete

### Housing Successor Report Summary

The purpose of the Housing Successor Report ([Attachment 3](#)) is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the City of San Mateo acting as the Housing Successor of the former Redevelopment Agency of the City of San Mateo as required by State law for the fiscal year July 1, 2022 to June 30, 2023.

During the FY 22/23 reporting period the City received \$339,193 in new revenues from loan repayments, which contributed to a fund balance of \$2,482,334 as of June 30, 2023. \$2,560,924 of this fund is reserved for existing housing commitments, including the Kiku Crossing affordable housing project. Although this results in a negative unrestricted fund balance, it is anticipated that the Kiku Crossing project will not utilize all the funds reserved. The project will also repay all remaining funds to the City.

### BUDGET IMPACT:

There is no impact on the General Fund for this report.

### ENVIRONMENTAL DETERMINATION:

This Annual Progress Reports on the General Plan, Housing Element and Housing Successor Agency is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

### NOTICE PROVIDED

All meeting noticing requirements were met.

### ATTACHMENTS

- Att 1 – General Plan Annual Progress Report, 2023
- Att 2 – Housing Element Annual Progress Report, 2023
- Att 3 – Annual Housing Successor Report, FY 2022-2023

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# **CITY OF SAN MATEO**

## **GENERAL PLAN ANNUAL PROGRESS REPORT 2023**



**PREPARED BY:  
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## 1. INTRODUCTION AND PURPOSE OF THIS DOCUMENT

State of California Government Code Sections 65400 and 65700 requires local planning agencies to provide an annual update to their legislative body, the Governor's Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD) on the status of the General Plan, Housing Element and progress in its implementation. The APR is required even when a city may be undertaking a General Plan comprehensive update. State law requires that the General Plan Annual Progress Report (APR) be completed and submitted to the state each year for the previous year.

This General Plan Progress Report looks at the City of San Mateo's progress in implementing land use related goals, policies and actions during the period beginning January 1, 2023, and ending on December 31, 2023.

## 2. GENERAL PLAN BACKGROUND AND CONTENT

California law requires that every city and county adopt a long-term General Plan that addresses seven specific topics or "elements," organized in any format or structure preferred by the community. The General Plan may also address other topics the community feels are relevant. Regardless of the format or issues addressed, the Plan must be internally consistent.

San Mateo's General Plan 2030 was adopted on October 18, 2010. Community participation played an important role in preparing the City's General Plan. Community feedback helped shape the General Plan's Vision and in developing policies and implementation actions. Community participation included residents, businesses, as well as civic and professional organizations were engaged during the General Plan preparation stage. Additionally, other agencies and utilities were consulted including the Native American tribes, county agency, school districts, water districts, and regional transportation agencies. At the time of its adoption, San Mateo's General Plan 2030 complied with applicable OPR General Plan Guidelines.

The General Plan 2030 is organized into seven elements that meet the State requirements, as shown in Table 1 - General Plan Contents.

**Table 1 - General Plan Contents**

Required Plan Topics <sup>1</sup>	San Mateo General Plan 2030 Elements	Issues Covered
Land Use	Land Use	Community character, land use, development, economic development, planning activities, public facilities, regional coordination, sustainability
	Urban Design	Focal points, corridors, gateways, design
Housing	Housing	Housing, sustainability
Circulation	Circulation	Transportation, mobility, regional coordination
Conservation, Open Space	Conservation, Open Space, Parks and Recreation	Biological resources, open space, cultural resources, parks and recreation, sustainability
Noise	Noise	Noise
Safety	Safety	Natural and man-made hazards (flooding, geologic, seismic, hazardous waste, wild fires, waste water, etc.), mitigation planning

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<sup>1</sup> Senate Bill 1000 (2016) – For communities with disadvantaged communities (as defined in California Government Code 65302), SB 1000 requires the local jurisdiction to provide an Environmental Justice element, or equivalent, in its General Plan that identifies the location of the disadvantaged communities and their environmental burdens, health risks and needs.

### **City's Responsibility**

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. State law requires that most actions of local governments affecting the physical environment be consistent with the General Plan. General Plan implementation is the responsibility of numerous departments including City Attorney, City Manager's Office (Economic Development), Community Development Department, Finance Department, Information Technology Department, Information Technology Department, Parks and Recreation Department, Police Department and Public Works Department to name a few.

Additionally, several other governmental agencies and utilities provide services within the City's boundary. While these agencies are neither part of the City's operational structure nor directly responsible for implementation of the General Plan, the City does coordinate its activities with these other agencies and relies upon their assistance for full implementation of the General Plan. These agencies include but are not limited to: San Mateo Consolidated Fire District, water districts (California Water Company, Estero Water District), school districts (San Mateo Foster City Unified School District, San Mateo High School District, California State College System), and County of San Mateo.

### **3. DATE OF PRESENTATION/ACCEPTANCE BY THE LOCAL LEGISLATIVE BODY.**

The General Plan Progress Report 2023 is scheduled for City Council review on March 18, 2024.

### **4. IMPLEMENTATION.**

The Progress Report is focused on land use actions in implementing the General Plan. As some of the General Plan goals, policies and action items have been implemented through the adoption of ordinances or resolutions; or incorporated into the City's regular governmental activities in previous years, they are not individually listed in the Progress Report; but are rather noted in Exhibit A as "ongoing" along with a brief description. For example, this includes "ongoing" work in the City's Development Review process as development proposals are reviewed for consistency with the City's policies. Exhibit A is not a comprehensive list of all policies and action items in the General Plan, rather it summarizes the implementation status of select land use related goals, policies and actions. The purpose of providing Exhibit A is to streamline the review and highlight the City's progress efficiently.

### **5. HOUSING ELEMENT ANNUAL PROGRESS REPORT REQUIREMENTS.**

State law requires local agencies to complete an annual review of the implementation of the programs in the Housing Element toward meeting City's Regional Housing Needs Assessment (RHNA). The City's Housing Successor Agency and Housing Element Annual Progress Report are provided as separate attachments to the March 18, 2024, City Council agenda report.

### **6. GENERAL PLAN COMPLIES WITH OPR'S GENERAL PLAN GUIDELINES.**

At the time of its adoption, San Mateo's General Plan 2030 complied with applicable OPR General Plan Guidelines. Subsequent amendments to the General Plan, including the two adopted by the City in 2020, also complied with applicable OPR General Plan Guidelines. The City did not review or approve any amendment requests in 2021, 2022 and 2023.

### **7. DATE OF THE LAST UPDATE TO THE GENERAL PLAN.**

The City Council adopted General Plan 2030 on October 18, 2010. The General Plan was amended in November 3, 2020, due to passage of Measure Y, a voter approved initiative that imposes growth limits on new developments.

### **8. PRIORITIES FOR LAND USE DECISION MAKING ESTABLISHED BY THE LOCAL LEGISLATIVE BODY.**

The following highlights major legislative actions by the City Council that support the goals of the General Plan:

- A. Minimum Residential Densities in Mixed Use Projects, Community Benefits and Density Bonus – In 2023, the City contracted with a consultant to evaluate minimum residential requirements in mixed-use projects and update existing Density Bonus/Community Benefits program and inclusionary family housing (two- and three-bedroom affordable housing units) policies. The City anticipates presenting policy options and recommendations to City Council in 2024.
- B. Mechanical Parking Standards – In 2021, the City initiated an update of the parking standards to establish interim parking standards to include mechanical parking; thereby setting into motion the opportunity for new developments to utilize mechanical parking systems in lieu of, or in combination with, traditional surface parking or parking garages. On January 3, 2022, the City Council approved interim Parking Standards for Mechanical and Automated Parking Systems which may be utilized in multifamily developments and mixed-use developments that include housing. Staff continues to research best practices and anticipates combining this effort with other Zoning Code amendments in 2024/2025.
- C. Objective Design Standards and Code Amendments – The City Council on November 20, 2023, adopted Objective Design Standards for specific types of residential and mixed-use projects that went into effect in January 2024. The Objective Design Standards (ODS) allows for a more streamlined Design Review process, and the associated code amendments also allow for the staff level (Zoning Administrator) approval of qualifying housing projects of up to 25 units, subject to ODS.
- D. Code Amendments for Streamlined Review – As part of the Community Development Department’s ongoing effort to update the Zoning Code, the City initiated several code amendments in 2023 to provide a further streamlined review process for projects. Code amendments include allowing staff level (Zoning Administrator) approval of qualifying requests for minor modifications and extensions of approved planning applications. The City also clarified building height limitations and exemptions to reflect current building elements and terminology. These amendments were adopted by City Council at the August 21, 2023 and September 5, 2023 meetings.

## 9. **AMENDMENTS TO THE GENERAL PLAN.**

State law allows the City to amend its General Plan no more than four times per year. Amendments may be proposed and acted upon at any time during the year and one action may include multiple amendments. Any changes to the General Plan require public hearing by the City Council and evaluation of the environmental impacts as require by the California Environmental Quality Act.

No applications for General Plan amendment was submitted or approved in 2023.

## 10. **MAJOR MILESTONES AND PROJECTS.**

The following highlights major planning activities and projects that support the goals of the General Plan. Some of the projects are partially funded through grants, these have been identified with an “\*”. Community planning activities/programs are multi-year initiatives and, for the purposes of the APR, the information below includes a status summary for projects that were initiated, continued or completed in 2023.

### **Background on Grants**

SB 2 Planning Grant – The City was awarded \$310,000 in grant funding from the California Department of Housing and Community Development (HCD) for a Comprehensive Development Impact Fee Study, adoption of ADU/JADU code amendments, and development of Objective Design Standards for

multifamily projects. The City executed an Agreement with HCD on December 10, 2019, and completed a close out report on November 30, 2023, confirming completion of the above projects.

Local Early Action Planning (LEAP) Grant – The City was awarded \$500,000 in grant funding from the California Department of Housing and Community Development (HCD) for planning initiatives to increase the supply of housing and remove barriers. The grant funds a significant portion of the update of the Housing Element as well as development of an automated and mechanical parking system ordinance to provide an alternative to traditional parking, code amendments and development of several housing policies including community benefits program, minimum residential requirements in mixed-use projects, and updated density bonus program. The City withdrew a Downtown Parking Study due to passage of Assembly Bill 2097, which removes minimum parking requirements for projects located within a half-mile of a major transit stop and applies to the downtown area. The city entered into a formal agreement with HCD in February 2021, and initiated work on the projects as described in the planning activities below.

Caltrans Sustainable Transportation Planning Grant – The City was awarded approximately \$490,000 from the Caltrans Sustainable Communities grant to fund the San Mateo Complete Streets Plan and received notice to proceed in mid-December 2021, and initiated work on the project as described below. In 2023, Phase 1 and 2 of outreach was completed with adoption of the Plan anticipated in mid-2024.

### **Planning Activities**

- A. Objective Design Standards\* - In 2017, the Governor signed multiple housing bills including Senate Bill (SB) 35 Streamlined Approval Process (found in California Government Code Section 65913.4) which provides a streamlined approval process for certain types of multi-unit housing projects (two or more residential units) provided they meet certain conditions and are consistent with objective zoning and design review standards. In response to this new legislation, the city initiated the development of Objective Design Standards for applicable multi-unit housing projects which will include related amendments to the San Mateo Municipal Code. A virtual workshop was held on June 1, 2021, to gather community input and a public study session meeting was held on August 24, 2021, with the Planning Commission to gather additional public input and Planning Commission direction. In 2023, the City staff and consultant team continue to make progress in developing design standards based upon the feedback received at two community workshops held in April and August with developers and community members, and a study session and recommendation hearing with the Planning Commission on August 8, 2023, and October 24, 2023. On November 20, 2023, the Objective Design Standards and associated code amendments were approved by the City Council and became effective January 3, 2024.
- B. Housing Element Update\* – In 2020, the city entered a multi-year contract with a consultant to assist with the update Housing Element (6<sup>th</sup> Cycle) to meet the City’s Regional Housing Needs Assessment (RHNA) and comply with applicable state laws. Between 2021 to 2022, the city held several virtual community workshops and pop-up activities and conducted an online survey to gather community and stakeholder input and held study sessions with the Planning Commission and City Council to gather input on existing policies and programs and suggestions for new ones. Additionally, the City participates in 21 Elements, which is a countywide collaboration of all 21 jurisdictions in San Mateo County that meets monthly to work together on Housing Element issues.

In 2023, the City staff and consultant team continue to make further progress in the development of the Housing Element. The City’s 6<sup>th</sup> Cycle Housing Element was initially adopted by the City Council on January 24, 2023, then further revised throughout 2023 in response to comments received by the California Housing and Community Development Department (HCD) and the public. The City submitted revised versions in January, August, and November, to add clarifying



information on the City's General Plan Update efforts, housing sites inventory, governmental constraints analysis, and Affirmatively Furthering Fair Housing policies. On January 19, 2024, and following these revisions and technical clarifications, HCD has determined the City's updated Housing Element to be in substantial compliance with State Housing Laws. Future public hearings to consider adoption of the updated Housing Element are expected in Spring of 2024.

- C. 2040 General Plan Update – The 2040 General Plan Update is a multi-year effort that began in 2018 and has a target for adoption in the first half of 2024. The General Plan Update effort was paused during most of 2020 due to the COVID-19 pandemic, with the effort being resumed in the beginning of 2021. In 2021, the City conducted an outreach and engagement effort to scope three land use and circulation alternatives, with the City Council selecting three land use and circulation alternatives for further study in August 2021. The remainder of the year was spent preparing a technical analysis that compared the differing outcomes of the alternative scenarios against a set of metrics, including environmental sustainability, traffic and circulation impacts, impacts on utilities and public services, and applicable state regulations.

In 2022, the preferred land use and circulation scenario was selected in July 2022 followed by additional community outreach and engagement and preparation of the Goals and Policies for the full General Plan during Summer and Fall 2022. The City held public meetings with the General Plan Subcommittee, the Planning Commission, and the City Council to review and receive direction on the Draft Goals and Policies.

In 2023, the City held a series of study sessions and public meetings with the City Council to review the draft Land Use plan to discuss the proposed heights, densities and Measure Y, and review the draft Environmental Impact Report. The Draft General Plan 2040 was then released in the Fall, and outreach was conducted alongside the release through various town hall meetings in each Council District, followed by meetings with the Planning Commission and City Council. The General Plan is currently scheduled for adoption by the City Council in the first quarter of 2024.

- D. Complete Streets Plan\* - The Complete Streets Plan will complement the City's General Plan Update by creating an actionable plan rooted in safety for all modes and will result in policies, goals, and prioritized projects that are focused on improving mobility, equity, connectivity, and sustainability to build a better circulation network for the City's future. The Plan will provide the basis for projects that are planned, designed, constructed, and maintained for all roadway users, allowing the City to develop a safe mobility network for many years to come.

In 2023, City staff and the consultant team completed Phases I and II of the community engagement plan. The plan is on track for adoption by City Council in mid-2024.

It should be noted that through the Plan, the City may also qualify for future grant opportunities to implement Plan programs and capital improvement projects.

### **Major Construction/Development Projects**

Planning applications that were submitted during one reporting year typically receive their entitlements in the next reporting year. Consistent with the GP APR reporting requirements, planning application entitlements that were approved during the reporting year are included in the APR report. During 2023, the City approved entitlements for 61 net new residential units and made progress on several publicly funded projects. Major projects are highlighted below with a brief status update:

1, 2, and 3 Waters – On January 23, 2019, the City Council approved a 190-unit residential development, replacing the 11.1-acre Waters Technology Office Park. The new development consists of a mix of housing types. Building permits were issued in 2020. Construction continues, with 31 units completed in 2023.

1 N B St. (Formerly 303 Baldwin Ave) – Approved on January 8, 2019, the mixed-use development consists of 64-residential units, ground floor commercial/retail use and office use above. The site was formerly a local grocery store serving neighborhoods near downtown. Building permits were issued in 2020. In 2023, the project received a Temporary Certificate of Occupancy. Full completion of the project is anticipated in 2024.

406 E 3<sup>rd</sup> Ave. – Approved on May 28, 2019, this mixed-use development consists of new offices and 25 apartment units. Construction was completed in 2023.

Bay Meadows Phase II RES6 (3069 E Kyne St) – Approved on September 10, 2020, the RES 6 project consists of 54 apartment units. Building permits were issued in 2022 with construction anticipated to be complete in 2024.

Kiku Crossing – On August 17, 2020, the City Council approved a 225-unit affordable/work-force housing development and new public parking garage on two downtown parking lot sites. The project is one of the first in the state to utilize Assembly Bill 1763 which allows for taller and denser affordable housing developments near transit. Building permits were issued in 2021. Construction began in 2021 with completion anticipated in 2024. This is a publicly funded project.

435 E. 3<sup>rd</sup> Ave. – Approved on February 14, 2023, the mixed-use project consists of new offices and construction of a new 5-unit residential development. Building permit applications and subsequent construction are anticipated in future years.

616 S B Street – Approved on December 12, 2023, the mixed-use development consists of commercial ground floor retail use and 48 residential units. Building permit applications and subsequent construction are anticipated in future years.

2023 – 2024 Community Development Block Grant (CDBG)\* - The City of San Mateo receives annual funding through the Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD). The CDBG program provides resources to address a wide range of community development needs, principally for low-income households. Public Works Department utilizes a portion of the funding to deliver infrastructure improvements within the CDBG priority neighborhood area. In 2023 and throughout 2024, the CDBG program is focused on intersection improvements at the Third Ave. and Norfolk St. intersection, which connects to the Third Ave. bicycle and pedestrian overcrossing at US 101.

2050 Detroit Drive (Wastewater Treatment Plant Upgrade) – On July 16, 2018, the City Council approved the multi-year project to modernize, expand, and upgrade the City's wastewater treatment plant facility. Building permits were issued in 2019 with substantial construction work in 2020 through 2023. Temporary Certificate of Occupancy for the new Administrative Building is anticipated in early half of 2024. This is a publicly funded project.

Clean Creeks and Flood Protection Initiative – The City is committed to providing the community with reliable stormwater infrastructure to help mitigate flood risk; protect our Bay and waterways; create safer communities; and reduce impacts of pollution, climate change, and heavy storms. Clean waterways, beaches, and properly working infrastructure help protect residents and the environment. Marina Lagoon is part of the City's stormwater system that provides flood control and recreation

to the entire community, and ecological/wildlife benefits. The Lagoon's ability to maximize these benefits is compromised; and significant improvements are needed. The City conducted a survey to gather community input in Fall of 2021 and completed two public meetings in 2022 with the Sustainability and Infrastructure Commission and City Council which included a review of stormwater activities, survey results, funding analysis, and options. In 2023, San Mateo property owners voted in favor of a new Community Flood and Storm Protection Fee to further support improving the City's aging stormwater system following the severe storms at the start of 2023. This is a publicly funded project.

North Shoreview Flood Improvement Project – The North Shoreview Flood Improvement Project include improvements to the Coyote Point and Poplar Avenue Pump Stations to increase pump capacity and raise a 1,300-foot levee segment located between the San Mateo and Burlingame border off Airport Boulevard. Construction was completed in 2023. This is a publicly funded project.

Delaware Street Safe Routes to School Corridor\*: The City was awarded funds in late 2021 by the California Transportation Commission (CTC) Active Transportation Program (ATP) Cycle 5 call for projects for the Delaware Street Safe Routes to School bicycle project. This project intends to implement the Delaware Street Class IV separated bike lane and Class III bicycle boulevard as planned in the 2020 Bicycle Master Plan. This project provides necessary safety improvements in an area with a high level of traffic stress and will improve safety and connectivity to two public schools accessed from Delaware Street. During 2023, the City awarded a consultant agreement for design and construction and is working with the consultant team on the pre-project planning and design effort.

19th Avenue/Fashion Island Class IV Bicycle Facility Project: This project is part of a joint effort between the City, San Mateo County Transportation Authority (SMCTA), and SamTrans to design and construct multimodal improvements as part of the 101/92 Interchange Projects. It includes feasibility, design, and construction of Class IV separated bicycle lanes on 19th Avenue and Fashion Island Boulevard, including intersection improvements, and is expected to connect directly to a proposed Mobility Hub at the existing Caltrans Park and Ride location being constructed in parallel. In 2023, the City began working with SMCTA staff on the feasibility study for the project to identify the preferred design alternative.

## EXHIBIT A – LAND USE IMPLEMENTATION SUMMARY

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
GOAL 1a:	Maintain San Mateo as the pre-eminent city in San Mateo County.	Ongoing through collective effort of all City departments.
GOAL 1b:	Continue the balance between development and open space, between conserving the lower density residential neighborhoods and meeting the City's fair share of new dwellings, between residential and commercial development, between conserving old buildings and new buildings, and between jobs and housing.	The City has incorporated this into its Development Review process which includes staff from multiple departments and the San Mateo Consolidated Fire Department (a separate agency). Implementation is ongoing.
GOAL 1c:	Establish a distinctive city image distinguishable from other Peninsula communities to improve the quality of both the built and natural environments and assure that future development is both of high quality and compatible with the City's existing character. Guide development to provide efficient circulation and to protect existing neighborhoods, views and natural resources.	Ongoing implementation as part of Development Review process.
Goal 1d:	Concentrate major high-intensity commercial office and retail development in specific focal areas, as delineated on the City Image Plan, Figure UD-1.	Ongoing implementation as part of Development Review process.
GOAL 1e:	Provide adequate transportation, utilities, cultural, educational, recreational, and public facilities, and ensure their availability to all members of the community. Establish San Mateo as the cultural center of San Mateo County.	Ongoing implementation as part of Development Review process, and in planning work such as Public Work Department's Capital Improvement Projects, Park and Recreation Department's Facilities Plan.
GOAL 1f:	Provide a wide range of land uses, including retail, commercial services, office, industrial, parks, open space, and housing, to adequately meet the needs of the community.	Ongoing implementation as part of Development Review process.
GOAL 1g:	Attain development which occurs in an orderly fashion and which limits adverse environmental impacts to the community.	Ongoing implementation as part of Development Review process.
GOAL 1h:	Encourage participation of residents and representatives of local businesses and neighboring jurisdictions in planning for and reviewing community development.	Encouraging participation is an ongoing part of Development Review process, and in community planning initiatives such as update of General Plan, Housing Element, Transit Oriented Development (TOD) Pedestrian Access Plan (aka San Mateo Walks to Transit) and Complete Streets Plan.
GOAL 1i:	Consider the effects of Climate Change on the City of San Mateo. Incorporate Sustainability into the City's policies, work programs and standard operations.	Ongoing implementation through City Council priority setting. Adopted on 4/6/2020, the Climate Action Plan sets forth goals and policies for the city to incorporate sustainability in future policy work, work programs and operations. Adopted on December 6, 2021, the 5-year Multijurisdictional Local Hazard Mitigation Plan includes climate adaptation policies and actions for the City to incorporate or implement in future work programs and operations. The cities and the County of San Mateo continue to work together to build resiliency in addressing flooding and sea level rise through the OneShoreline collaborative. For more information, see <a href="http://www.oneshoreline.org">www.oneshoreline.org</a>
POLICY LU 1.1	Planning Area Growth and Development to 2030. Plan for land uses, population density, and land use intensity as shown on the Land Use, Height and Building Intensity and City Image Plans for the entire planning area. Design the circulation system and infrastructure to provide capacity for the total development expected in 2030. Review projections annually and adjust infrastructure and circulation requirements as required if actual growth varies significantly from that projected.	Ongoing implementation as part of Development Review process.
POLICY LU 1.2	Land Use Plan. Adopt and maintain the Land Use Plan which graphically displays the intended uses and development intensity/density for all land within the planning area.	Ongoing implementation as part of Development Review process.
POLICY LU 1.3	Land Use Standards. Adopt and maintain the land use categories included in Appendix B defining the range of intended uses and linked to development intensity/density limits.	Ongoing implementation as part of Development Review process.

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
POLICY LU 1.4	Development Intensity/Density. Adopt and maintain the development intensity/density limits as identified on the Land Use Map and Building Intensity Plan, and as specified in Policy LU 6A.2. Development intensity/density shall recognize natural environmental constraints, such as flood plains, earthquake faults, debris flow areas, hazards, traffic and access, necessary services, and general community and neighborhood design. Maintain a density and building intensity range, with densities/intensities at the higher end of the range to be considered based on provision of public benefits such as affordable housing, increased open space, public plazas or recreational facilities, or off-site infrastructure improvements.	Ongoing implementation as part of Development Review process.
POLICY LU 1.5	Building Height. Maintain maximum building height limits contained in Appendix C, and as specified in Policy LU 6A.2, closely matched with the Land Use categories and Building Intensity standards.	Ongoing implementation as part of Development Review process.
POLICY LU 1.6	Residential Development. Facilitate housing production by carrying out the goals and policies in the Housing Element.	Ongoing implementation as part of Development Review process.
POLICY LU 1.7	Multi-Family Areas. Allow multi-family areas to develop at densities delineated on the Land Use Plan.	Ongoing implementation as part of Development Review process.
POLICY LU 1.8	Mixed Use Commercial-Residential. Facilitate housing production by allowing commercial mixed use development which includes multi-family dwellings in all non-residential land use categories except service commercial, manufacturing/ industrial and parks/open space.	Ongoing implementation as part of Development Review process.
POLICY LU 1.9	Single-Family and Duplex Preservation. Protect established predominantly single-family areas by limiting new development in such areas to single-family uses and protect predominantly duplex areas by limiting new development to low-density residential uses as delineated on the Land Use Map. Consider redesignating multi-family areas to single-family and low-density residential uses where such uses predominant and where the creation of additional legal non-conforming uses would be minimized.	State laws, such as those pertaining to ADUs/JADUs and Senate Bill 9, may preempt aspects of this policy.
POLICY LU 1.9a	Single-Family Dwelling Projects. Enhance the livability of San Mateo neighborhoods by reviewing Single-Family Dwelling Design Review planning applications for compatibility with neighborhood character, relationship to the neighborhood, and elements of design and site layout as described in the City's Single-Family Design Guidelines.	State laws, such as those pertaining to ADUs/JADUs and Senate Bill 9, may preempt aspects of this policy.
POLICY LU 1.9b	Duplex Projects. Provide a transition between neighborhoods of differing densities by ensuring two-family dwelling construction and remodeling projects are consistent with the Duplex Design Guidelines which emphasize neighborhood character, relationship to the neighborhood, and elements of design and site layout.	State laws, such as those pertaining to ADUs/JADUs and Senate Bill 9, may preempt aspects of this policy.
POLICY LU 1.10	Commercial Development. Encourage industrial, service, retail, and office development which is compatible with the desired character of the area and with adjacent residential areas in terms of intensity of use, height, bulk and design as delineated on the Land Use Plan, Building Height Plan and Building Intensity Plan. Commercial development adjacent to residential areas shall address concerns pertaining to traffic, truck loading, trash/recycling activities, noise, visual impacts, and public safety including hazardous material storage, fire safety, air pollutant emissions and odors.	Ongoing implementation as part of Development Review process.
POLICY LU 1.11	Commercial Focal Areas. Concentrate the most intense office and retail uses at locations delineated on the Land Use Plan. Discourage such uses outside the commercial nodes delineated on the Land Use Plan.	Ongoing implementation as part of Development Review process.
POLICY LU 1.12	Neighborhood Shopping Centers. Retain neighborhood shopping centers, with retail being the predominant use, at low to medium intensities and locations delineated on the Land Use Plan and Building Intensity Plan.	Ongoing implementation as part of Development Review process.

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
POLICY LU 1.13	Prohibit Residential Uses in Service Commercial/Manufacturing Areas. To promote the retention of service commercial areas which provide convenient, vital community services and a balanced local economy; prohibit new residential development in service commercial/manufacturing areas delineated on the Land Use Plan. Require businesses locating adjacent to residential areas to minimize Service commercial uses, including auto and truck repair, building material yards, and animal hospitals, are recognized as important components of the overall land use mix. They provide convenient access to needed services, generate tax revenues, and contribute to a diverse employment base. However, given the nature of these uses, provisions are needed to minimize nuisance impacts such as noise, odors, litter and blight, especially near residential neighborhoods. This may include limitations on outdoor storage, screening, and upgrade of buildings. Major service commercial strips include: Amphlett Boulevard, Claremont/Railroad Avenue and Palm Avenue.	Ongoing implementation as part of Development Review process.
POLICY LU 1.14	Special Use Permit for Residential Uses. To ensure a balanced mix of land use categories and to minimize nuisance impacts between conflicting uses a special use permit shall be required for residential uses in areas designated as neighborhood commercial, regional community commercial, and executive office on the Land Use Plan. However, mixed use land use designations are exempt from this requirement, as is development on the Hillsdale Shopping Center Property subject to the Q5 Qualified Overlay District, so long as such development is consistent with a Master Development Plan prepared consistent with the policies of this General Plan.	Ongoing implementation as part of Development Review process.
POLICY LU 1.15	Mixed Use. Encourage developments which mix commercial retail and office uses with residential uses at locations and intensities/densities as delineated on the Land Use Plan and Building Intensity Plan.	Ongoing implementation as part of Development Review process. State laws, such as those pertaining to State Density Bonus, may preempt aspects of this policy.
POLICY LU 1.16	Hotels. Encourage development of hotels in commercial areas and allow small "bed and breakfast" hotels in multiple family areas where they are consistent with the density of adjacent uses.	Ongoing implementation as part of Development Review process.
POLICY LU 1.17	Transportation Corridors. Maintain adequate transportation corridors to accommodate highway and rail transit. Consider redesignation of portions of the railway corridor not required for transportation purposes for development which is compatible with adjacent uses and does not generate significant adverse impacts.	Ongoing work by Public Works Department.
POLICY LU 1.18	Major Institutions/Special Facilities. Encourage the retention of major institutions and special facilities such as the San Mateo County Events Center, College of San Mateo, San Mateo County Hospital, Mills Health Center, and Peninsula Golf and Country Club. Allow reuse or redevelopment of institutions and special facilities subject to the approval of a Specific Plan and/or Master Plan.	Ongoing implementation; however, underutilized sites owned by a public agency may be explored for other uses including affordable housing.
POLICY LU 1.19	Legal Non-conforming Developments. Allow legally established non-conforming uses and buildings to be maintained and to be reconstructed if destroyed by fire or natural disaster; allow minor expansion of legal non-conforming developments. Encourage reconstruction and/or minor expansion to have a design which is visually compatible with surrounding development.	Ongoing implementation as part of Development Review process.
POLICY LU 1.20	Code Enforcement. As a high priority support code enforcement to ensure that all uses are in compliance with City codes and conditions of development approval.	Ongoing implementation through department work planning.
GOAL 2a:	Promote economic vitality which provides jobs for existing and future residents and maintains the City's ability to finance public improvements and human services.	City does not have an economic development plan; however, City staff works with local organizations such as Chamber of Commerce and Downtown San Mateo Association, to support businesses.
GOAL 2b:	Develop and implement a long-term economic development plan and take actions to create financial stability for the City and high-value-added jobs for its residents.	City does not have an economic development plan. Instead, the City responds to current needs depending upon changing economic conditions.
GOAL 2c:	Promote an intensity of commercial activity that enhances the business climate in the City to increase the level of business types which will benefit existing commercial uses.	City does not have an economic development plan; however, City staff works with local organizations such as Chamber of Commerce and Downtown San Mateo Association, to support businesses.

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GOAL 2d:	Encourage the development and redevelopment of major sites delineated in the City's economic development plan.	City does not have an economic development plan. Instead, the City responds to current needs depending upon changing economic conditions.
GOAL 2e:	Maintain streamlined Development Review and Building Permit processes.	Multiple City departments are involved in the Development Review process. As staff in each department evaluates existing codes, policies and procedures, they also work to update related handouts to clarify application requirements and development processing. Ongoing implementation as part of each department's work planning.
POLICY LU 2.1	Economic Development. Attract new businesses and encourage the retention and expansion of existing businesses which enhance the City's economic base.	Ongoing as City staff works with local organizations such as Chamber of Commerce and Downtown San Mateo Association, to support businesses.
POLICY LU 2.2	High City Revenue Generators. Retain existing businesses and attract new businesses which are high City revenue generators.	Ongoing as City staff works with local organizations such as Chamber of Commerce and Downtown San Mateo Association, to support businesses.
POLICY LU 2.3	Local Employment. Encourage uses which provide opportunities for employment of all the City's residents, with emphasis placed on major employers that provide high value-added jobs.	Ongoing as City staff works with local organizations such as Chamber of Commerce and Downtown San Mateo Association, to support businesses.
POLICY LU 2.4	Downtown Plan. Establish downtown San Mateo as the social, cultural, and economic center of the City with a wide range of office, medical, residential, entertainment, and retail uses at high intensities and densities while encouraging pedestrian activity and bicycle connectivity to adjacent neighborhoods.	Ongoing implementation as part of Development Review process.
POLICY LU 2.5	Economic Development Plan. Update and maintain the Economic Development Strategy that encourages new private investment, increases employment opportunities, ensures a variety of commercial uses, develops a balance between high value-added employment and revenue generating business, and promotes San Mateo as an economically viable and competitive location.	City does not have an economic development plan. Instead, the City responds to current needs depending upon changing economic conditions.
POLICY LU 2.6	Development Review Process. Review development proposals and building permit applications in an efficient and timely manner while maintaining quality standards in accordance with City codes, policies, and regulations.	Ongoing implementation as part of Development Review process.
POLICY LU 2.7	Visitor Economy. Support the continued development of the City's visitor economy including lodging, entertainment, recreation, retail, and a lively local character.	City will collaborate as part of a regional strategy with other peninsula cities close to the airport and convention center, when the opportunity arises.
POLICY LU 2.8	Convenience Retail. Encourage and preserve convenience retail uses located adjacent to residential neighborhoods.	Ongoing implementation as part of Development Review process.
POLICY LU 2.9	Support Service Uses. Encourage a variety of support service uses such as restaurants, day care facilities, and markets in locations that are appropriate to provide services to residential neighborhoods and commercial uses.	Ongoing implementation as part of Development Review process.
POLICY LU 2.10	Optimize Development Opportunities. Ensure that developments optimize the development potential of property in major commercial areas such as the Downtown Retail Core and along South El Camino Real.	Ongoing implementation as part of Development Review process.
GOAL 3a:	Maintain downtown San Mateo as an economic, cultural, and social center of the community.	Ongoing implementation as part of Development Review process and through processing of Special Event Permits for activities hosted by the City and other parties.
POLICY LU 3.1	Downtown Plan. As the social, cultural and economic center of the City, the downtown shall maintain a wide range of office, medical, residential, entertainment, and retail uses at high intensities and densities.	Ongoing implementation as part of Development Review process.
POLICY LU 3.2	Significant Historic Structures. Protect key landmarks, historic structures, and the historic character that exists in parts of downtown as defined in the Conservation/Open Space Element.	Ongoing implementation as part of Development Review process.
GOAL 3b:	Promote residential land uses and the visual improvement of El Camino Real.	Ongoing implementation as part of Development Review process.
POLICY LU 3.3	El Camino Real. Retain the general residential and landscaped character of El Camino Real north of Tilton Avenue. Promote the visual upgrading of El Camino Real south of Ninth Avenue through increased landscaping, coordination of public improvements, property maintenance, and sign control, through conformance with the El Camino Real Master Plan. Residential uses shall be encouraged to provide diversity to the existing commercial character and building setbacks from adjoining residences used to reduce perceived building mass from El Camino Real. Pedestrian activity and safety should be encouraged.	Ongoing implementation as part of Development Review process.

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
GOAL 3c:	Promote transit-oriented development in designated areas adjacent to Caltrain stations.	Ongoing implementation as part of Development Review process.
POLICY LU 3.4	Rail Corridor Transit-Oriented Development Plan (Corridor Plan). Implement the Corridor Plan to allow, encourage, and provide guidance for the creation of world class transit-oriented development (TOD) within a half-mile radius of the Hillsdale and Hayward Park Caltrain station areas, while maintaining and improving the quality of life for those who already live and work in the area. Development within the plan area shall comply with the policies of the Plan.	Ongoing implementation as part of Development Review process.
POLICY LU 3.5	Transit-Oriented Development (TOD) Land Use Designation. Maintain TOD land use designations for areas in direct proximity to the Hillsdale and Hayward Park Caltrain stations.	Ongoing implementation as part of Development Review process.
POLICY LU 3.6	Hillsdale Station Area Plan. Implement the Hillsdale Station Area Plan to develop a relocated Hillsdale Caltrain Station around an intermodal transit center surrounded by mixed-use development and other transit-oriented forms of development that is connect to neighborhoods to the east and west as well as the 25th Avenue business district.	Ongoing implementation as part of Development Review process.
GOAL 4a:	Facilities. Seek to provide a safe and predictable supply of water, and provide storm drainage, sewer and flood control facilities adequate to serve existing needs, the projected population and employment growth and to reduce the associated life safety and health risks to acceptable levels.	City does not provide water, instead the City continues to collaborate with local water providers to supply water. To address storm drainage, sewer and flood control facilities, the Public Works Department continues work on the Wastewater Treatment Plant upgrade, new Underground Flow Equalization System, and pump station upgrade projects in multiple areas of city.
GOAL 4b:	Public Facilities. Support the provision and maintenance of adequate sites and public facilities owned and/or operated by the City or other government agencies to meet existing needs and the projected 2030 population and employment including, schools, post office facilities, recreation facilities, libraries, art centers, museums, and offices. Encourage joint use and public-private partnerships where feasible.	In 2023, Public Works Department continued to manage construction of various public projects including the Waste Water Treatment Plant, which is anticipated for completion in 2024. City continues to support local school district's school enrollment projection studies.
GOAL 4c:	Health and Safety. Protect the community's health, safety, and welfare by maintaining adequate fire and life safety protection, providing a safe environment with a minimum of crime, reducing unreasonable risk to life and property caused by flooding, earthquakes or other natural disasters, and managing the use, storage, transport and disposal of hazardous materials.	As a separate agency, the San Mateo Consolidated Fire Department is responsible for ensuring adequate fire services. Police Department continues to service the community in reducing risk to life and property. In 2023, Public Works Department completed the North Shoreview Flood Improvement Project and reopened the Bay Trail. Evaluation of hazardous material impacts is ongoing as part of the Development Review process.
POLICY LU 4.1	Fiscal Evaluation and Priorities. All policies herein which seek to: 1) establish levels of service provided by the City or 2) address the construction of City buildings, shall be guiding principles only and shall be subject to the governing fiscal policies and priorities established by the City Council in the budget.	1 & 2 are ongoing as part of the City's annual budget review process.
POLICY LU 4.2	Developer's Contribution Policy. Require new development to pay on an equitable basis for new or expanded public improvements needed to support the new or changed land use or development.	Ongoing implementation as part of Development Review process. In 2021, the City completed a comprehensive Development Impact and In-Lieu Fee Study, which has been incorporated into the Comprehensive Fee Schedule that is adopted annually.
POLICY LU 4.3	Location of Critical Facilities. Encourage active, healthy lifestyles, by promoting pedestrian and bicycle connectivity between civic facilities. Avoid locating critical facilities, such as hospitals, schools, fire, police, emergency service facilities and utilities in areas subject to slope failure, flooding and other hazards as identified in the Safety Element, where feasible.	City encourages active healthy lifestyles through education and events such as Public Work Department's Bike Rodeo. Ongoing implement and, where it's feasible, the City evaluate sites to avoid locating critical facilities in areas subject to hazards identified in the Safety Element.



GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
POLICY LU 4.4	Water Supply. Seek to ensure a safe and predictable water system for existing and future development by taking the following actions: 1) As a high priority, work with California Water Company and Estero Municipal Improvement District and adjacent jurisdictions to develop supplemental water sources and conservation efforts. 2) Strongly encourage water conservation by implementing pro-active water conservation methods, including requiring all new development to install low volume flush toilets, low-flow shower heads, and utilize drip irrigation while promoting high-efficiency washing machines and establishing an education program to improve water conservation practices. 3) Investigate the feasibility of developing capacity to use recycled wastewater, stormwater runoff, graywater and ground water that will enable reuse of water for irrigation purposes, freeing comparable potable water supplies for other uses.	1 & 2) Ongoing as the City continues to collaborate with local water districts to develop supplemental water sources, educate/provide resources on water conservation. 3) Funding for the feasibility study is postponed. The City is prioritizing funding to complete construction of the Waste Water Treatment Plant upgrade, new Underground Flow Equalization System and several pump station upgrade projects.
POLICY LU 4.4.5	Stormwater Treatment. Continue to implement the San Mateo Countywide Stormwater Pollution Prevention Program to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) permit. 1) Prevent water pollution from point and non-point sources. 2) Minimize stormwater runoff and pollution by encouraging low-impact design features, such as pervious parking surfaces, bioswales and filter strips in new development. 3) Encourage the use of drought-tolerant and native vegetation in landscaping.	1, 2 & 3) Ongoing implementation as part of Development Review process.
POLICY LU 4.5	Wastewater Treatment Plant Expansion. Provide adequate waste water treatment for the projected 2030 service area population, employment and development. Require that any future expansion of the Waste Water Treatment Plant (WWTP) be designed to be compatible with the adjacent parks, school, and low-density residential areas by screening views of the WWTP with extensive and tall landscaping and reducing the height of all new structures to the maximum practicably feasible. Any future expansion of the WWTP shall take into account the possible rise in sea level.	The Public Works Department continues to manage the construction of the Wastewater Treatment Plant upgrade, new Underground Flow Equalization System, and several pump station upgrade project in 2023.
POLICY LU 4.6	Inter-Agency Coordination. Coordinate future expansion or modification of the Wastewater Treatment Plant with the other users of the plant including the Estero Municipal Improvement District (Foster City), the Crystal Springs County Sanitation District, Hillsborough and Belmont.	Ongoing coordination work by the Public Works Department.
POLICY 4.7	Sewer System. Provide a sewer system which safely and efficiently conveys sewage to the waste water treatment plant. Implement the Sewer System Management Plan (SSMP) to ensure proper maintenance, operations and management all parts of the wastewater collection system. 1) Comprehensive Sewer System Study. As a high priority maintain the comprehensive sewer system study to assess the efficiency and integrity of the sewer lines and facilities and develop a Capital Improvement Program to make any necessary improvements. 2) Sewer Requirements for New Development. Require new major multi-family and commercial developments to evaluate the main sewer lines in the project vicinity which will be utilized by the new development and make any improvements necessary to convey the additional sewage flows.	1) Ongoing work by Public Works Department to implement the SSMP and develop CIP to make necessary improvements. 2) Ongoing implementation as part of Development Review process.
POLICY LU 4.8	Library Resources and Services. Continue to maintain a comprehensive collection of resources and services to help the community discover, enjoy, connect and learn in an ever-changing world while offering quality library services and programs to a diverse community promoting literacy and ongoing learning.	As a land use, the City's main library and two branch libraries continue to serve the San Mateo community.
POLICY LU 4.9	Cultural and Entertainment Facilities. Encourage the establishment of cultural and entertainment facilities in the downtown core and allow these types of uses to fulfill retail frontage requirements.	Ongoing implementation as part of Development Review process.
POLICY LU 4.10	Police Station. Provide Police Station facilities to meet the facility requirements through 2030.	Ongoing, as City's annual budget review process includes consideration for Police Station facilities as necessary.
POLICY LU 4.11	Fire Stations. Maintain a high level of service by modernizing Fire Stations. Provide new stations and improvements to existing stations and training facilities to meet equipment, staffing, and training requirements, as well as Essential Services Building Requirements.	While the San Mateo Consolidated Fire Department (SMCFD) is responsible for fire service operations, each local partner agency is responsible for physical assets within its city including upgrades and adding new fire stations. The City and SMCFD will continue to collaborate on citywide service needs.

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POLICY LU 4.12	Corporation Yard. Provide for such corporation yard functions as new vehicle repair facilities, administrative office space, and other facilities needed through 2030. Consider co-locating public works facilities and operations where feasible.	Ongoing work by Public Works Department.
POLICY 4.13	City Hall. Provide City Hall office space and consider construction of a Downtown facility to meet City staffing needs through the year 2030.	Not applicable in 2023.
POLICY LU 4.14	School Assistance. As a high priority, support quality public education.	City supports school projects such as Borel Middle School gymnasium project. City supports school enrollment projection studies by providing information from Housing Element Annual Report and "What's Happening" project webpages.
POLICY LU 4.15	School Site Reuse or Redevelopment. Ensure that reuse or redevelopment of surplus public school sites is compatible with surrounding land uses. At the time any school sites are declared surplus, establish residential densities consistent with surrounding densities. Give first priority and consideration to community recreation needs for reuse of school sites in accordance with the priorities in the Open Space\Conservation Element. Where it is in the community's interests to retain public recreation facilities, consider allowing density transfers from the portion of the site retained in public recreation use, as a means of reducing the cost of retaining the recreation facilities and achieving the maximum amount of housing.	Not applicable in 2023 as there were no available school sites.
POLICY LU 4.16	Service Improvement and Expansion. Seek to ensure adequate gas, electric and communication systems to serve existing and future needs while minimizing impacts on existing and future residents by taking the following actions: 1) Underground electrical and communication transmission and distribution lines in residential and commercial areas as funds permit. 2) Require all new developments to underground lines and provide underground connections when feasible. 3) Balance the need for cellular coverage with the desire to minimize visual impacts of cellular facilities, antennas, and equipment shelters.	1) No funding was available for this in 2023. 2) Ongoing implementation as part of Development Review process. 3) Ongoing as part of the wireless application review process by Public Work Department and through the Development Review process.
POLICY LU 4.17	Library Service. Maintain a materials budget, staffing, and service hours for the City's library system that are adequate to meet the community needs, provide current and adequate materials, and meet the continuing changes in information technology.	As a land use, the City's Library continues to serve the San Mateo community. Adjustments in library services were made to address safety precautions due to the pandemic.
POLICY LU 4.18	San Mateo County Hospital. Encourage the County to maintain County Hospital services in the City to provide access to medical care for all the City's residents.	No specific actions needed in 2023.
POLICY LU 4.19	Mills Health Center. Support the Mills Health Center remaining in San Mateo and encourage the continued provision and expansion of high-quality medical care services.	No specific actions needed in 2023.
POLICY LU 4.20	Medical Services. Maintain the highest level of medical emergency readiness and response capabilities possible by encouraging inter-agency medical drills and exercises where hospital personnel work with emergency responders in the field and with Emergency Operation Centers and by encouraging citizens to become trained in basic medical triage and first aid through the Community Emergency Response Team (CERT).	No specific actions needed in 2023.
POLICY LU 4.21	Child Care. Support the provision of child care programs and facilities to meet current needs and the needs through 2030 by taking the following actions: 1) Encourage public and private agencies and employers to provide child care services and facilities. Retain existing centers and support programs at school sites and other quasi-institutional facilities, because of their suitability for such uses and convenient locations in residential neighborhoods. 2) Encourage the location of child care facilities which are consistent with State standards. Continue to allow child care centers in residential neighborhoods where they meet City standards and encourage them at work centers.	1) Ongoing implementation as part of Development Review process. 2) City maintains a Child Care Resources webpage with information on setting up new child care spaces, resources, and funding opportunities. City also continues to collect a Child Care Development Fee which is used to provide financial assistance in development of new child care spaces.

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POLICY LU 4.22	Child Care and New Construction. Encourage inclusion of space for child care in new residential and non-residential developments by taking the following actions: 1) Provide incentives for inclusion of space for a child care center in a new development. 2) Promote child care to developers as an amenity favored by the City. 3) Include child care in appropriate redevelopment projects and for redevelopment funds. 4) Continue to implement the developer impact fee for funding child care facilities.	1, 2) City maintains Child Care Resources webpage with resources to set up new child care spaces and funding opportunities. Ongoing implementation as part of Development Review process. 3) In 2011, the state abolished all redevelopment agencies in California thereby removing redevelopment funds as a financial resource for child care facilities. This policy will be removed when the General Plan is updated. 4) City collects a Child Care Development Fee, which is used to provide financial assistance to support new child care facilities.
POLICY LU 4.23	Social Services. Support the provision of the City's fair share of social services. Avoid the concentration of social services in any one neighborhood and seek dispersal throughout the City. Encourage other cities to provide their fair share of social service facilities.	Ongoing as City's Housing Division continues to work with social service providers and provide support through financial assistance.
POLICY LU 4.24	Fire Inspections. Maintain fire inspection staffing levels to meet existing needs and the projected 2030 population, employment and development, and inspections mandated by other governmental agencies.	Ongoing implementation. San Mateo Consolidated Fire Department (SMCFD) serves cities of San Mateo, Belmont and Foster City. The City and SMCDF work collaboratively to address changing service needs. SMCDF conducts inspections related to developments and implements governmental mandates.
POLICY LU 4.25	Maintenance and Replacement. Continue fire apparatus replacement and maintenance programs to provide a high state of readiness.	Ongoing as part of City's annual budget review process.
POLICY LU 4.26	Public Education. Provide public education programs targeted to segments of the community posing the greatest concern for fire and life safety.	City continues to collaborate with San Mateo Consolidated Fire Department on the CERT program to provide public education regarding fire and life safety. City continues to support youth prevention/early intervention education, traffic safety awareness programs, and neighborhood watch; and continues to educate community on public safety through Community Police Academy or similar overview courses.
POLICY LU 4.27	Automatic and Mutual Aid Agreements. Maintain automatic and mutual aid agreements with all jurisdictions within San Mateo County.	City Council reviews and approves these Agreements. Staff in the Police Department and San Mateo Consolidated Fire Department (a separate agency) implement the Agreement by providing automatic and mutual aid to other agencies.
POLICY LU 4.28	Peakload Water Supply. Seek to ensure that the California Water Service Company and the Estero Municipal Improvement District provide and maintain a water supply and distribution system which provides an adequate static pressure to deliver a minimum fire hydrant flow of 2,500 gallons per minute to all areas of the City, except where a lesser flow is acceptable as determined by the Fire Chief. Ensure that new development does not demand a fire flow in excess of that available.	The City does not provide water; however, the Public Works Department continues to collaborate with local water providers on water supply and distribution systems. City works with local water company/district on projects and reviews them as part of the Development Review process.
POLICY LU 4.29	Effective Police Services. Maintain facilities, equipment, and personnel to provide an effective police force to serve existing and future population and employment as identified in the Land Use Element.	Ongoing implementation through assessment of facilities, technology and personnel needs; and changes to response based on social change and legislated requirements. Police and Public Works Departments work collaboratively on any necessary police station facility changes.
POLICY LU 4.30	Defensible Design. Require all developments including parks and public places to incorporate physical security, personal safety, and traffic measures to provide a safe environment through application of crime prevention through design principles consistent with the City's Security Ordinance.	Ongoing implementation as part of Development Review process.

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POLICY LU 4.31	Solid Waste Disposal. Continue to support programs to reduce solid waste materials in landfill areas in accordance with State requirements.	Ongoing in accordance with State requirements.
POLICY LU 4.32	Recycling and Composting. Support programs to recycle solid waste in compliance with State requirements. Require provisions for onsite recycling for all new development and expand composting of green waste and food scraps, as directed by the City's Climate Action Plan which is an appendix of the General Plan.	Ongoing in accordance with State requirements.
POLICY LU 4.33	Waste Management. Manage toxic and hazardous wastes by following the goals and policies contained in the Safety Element.	Ongoing in accordance with State requirements.
GOAL 5:	Promote cooperative interaction with other public agencies regarding regional issues.	Ongoing as the City continues to promote and collaborate with other agencies regarding regional issues such as transportation, housing, etc.
POLICY LU 5.1	Inter-Agency Cooperation. Promote and participate in cooperative planning with other public agencies and adjacent jurisdictions, especially regarding regional issues such as water supply, traffic congestion, rail transportation, air pollution, waste management, fire services, emergency medical services and climate change.	Ongoing as the City continues to collaborate in regional working groups regarding regional issues. Examples of regional working groups include but are not limited to 21 Elements, Cities/County Associate of Governments (C/CAG) of San Mateo County and OneShoreline.
POLICY LU 5.2	Public Agency Developments. Require developments constructed by other governmental agencies to conform to the City's General Plan, Zoning Ordinance, and other development regulations to the extent legally possible.	When projects by other public agencies are determined to be subject to the City's local land use authority, the City implements this policy through the Development Review process.
GOAL 6:	Ensure that the City's General Plan is consistent with State Law, legally adequate, and up to date.	Given the City's financial resources, the General Plan is updated approximately every 10 years. At the time of adoption, General Plan 2030 was consistent with applicable state laws. The City is currently updating its Housing Element and General Plan to comply with applicable state laws, with adoption hearings planned for Spring 2024.
POLICY LU 6.1	Periodic General Plan Review. Report to the City Council yearly on the status of the implementation of the General Plan and on the need to update the plan.	Community Development Department will provide annual updates to City Council and submit the Progress Report to the state.
POLICY LU 6.2	General Plan Amendments. Amendments to the General Plan shall be considered a maximum of three times per year to ensure that Elements remain consistent and that the overall effect of Plan amendments is considered.	No General Plan Amendments were submitted or approved in 2023.
GOAL 6A:	Ensure that all development in the City is consistent with and implements the General Plan.	Ongoing implementation as part of Development Review process.
POLICY LU 6A.1	Specific Plan, Zoning, Permit and Subdivision Review. The City shall not approve any specific plan, rezoning, permit, subdivision, variance, or other land use permit which is not consistent with and does not implement the General Plan. Specific Plan and zoning ordinances were amended so as to conform to the General Plan by the end of 1992.	Ongoing implementation as part of Development Review process and planning work. No applicable work in 2023.
POLICY LU 6A2	Building Height and Building Intensity Maps/Plans. Maintain Building Height and Building Intensity maps/plans which delineate development intensity in the form of building heights and FARs in a manner which implements the height, intensity, density and design standards in the General Plan, consistent with the Building Heights and Intensities maps/plans as amended by initiative in November 1991 and November 2004., General Plan standards for building heights and intensities are specifically set forth in the Building Height Plan and the Building Intensity Plan that were formerly included in the General Plan, and designated respectively as figure LU-4 in the table of contents (marked as figure LU-5), and figure LU-5 in the table of contents (marked as figure LU-6).	Ongoing implementation as part of Development Review process.
GOAL 7:	Permit the annexation to the City of adjacent unincorporated lands, when in the City's interest.	There was no annexation in 2023.
POLICY LU 7.1	Annexation. Annex urbanized areas of the unincorporated land adjacent to the City limits in those areas where landowners petition the City to be annexed subject to the following conditions: 1) The annexation is comprehensive, rather than piecemeal; and 2) Landowners will pay the full cost of City services, will assume a proportionate share of existing City debts and will contribute, either in cash or in kind, to the existing capital improvements of the City which will benefit the area to be annexed.	There was no annexation in 2023.

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
POLICY LU 7.2	New Development within the Sphere of Influence. Seek to require new developments and related infrastructure to be consistent with and to be designed to the City's General Plan goals and policies, zoning code requirements, development standards and the City's municipal code	No applicable projects in 2023.
GOAL 8a:	Reduce greenhouse gas emissions each year consistent with the Climate Action Plan.	Sustainability staff updates the Council annually of progress made on CAP initiatives. All CAP Progress Updates are posted online at <a href="http://www.cityofsanmateo.org/3962">www.cityofsanmateo.org/3962</a>
GOAL 8b:	Recognize potential climate change consequences such as increased sea level rise, changing weather events, less snow melt in the Sierras - therefore less drinking water availability, hotter temperatures, changing air quality and more heat related health issues.	Ongoing work among multiple City departments; and collaboration with regional agencies and utilities to address sea level rise, drought, and air quality.
POLICY LU 8.1	Carbon Footprint. The City shall prepare an updated greenhouse gas emissions inventory consistent with the Climate Action Plan.	Sustainability staff annually updates Council on progress of CAP initiatives, see link to report in Policy 8a.
POLICY LU 8.3	Greenhouse Gas (GHG) Emission Reductions. Monitor and report progress toward the City's GHG emissions reduction target on an annual basis and regularly review emission reduction measures and new opportunities consistent with guidance of the City's Climate Action Plan.	Sustainability staff annually updates Council on progress of CAP initiatives, see link to report in Policy 8a.
GOAL 8c:	Ensure that all improvements to existing structures are developed or remodeled in a sustainable manner.	Consistent with the 2020 CAP, the City adopted reach codes in 2022 requiring that all NEW construction buildings be all-electric. Implementation is ongoing through the Development Review process.
GOAL 8d:	Increase new annual installations of solar or renewable energy systems consistent with the Climate Action Plan.	Sustainability staff annually updates Council on progress of CAP initiatives, see link to report in Policy 8a.
POLICY LU 8.2	Effects of Climate Change. Incorporate consideration of the effects of climate change in development of General Plan updates, disaster planning, City projects, infrastructure planning, future policies and long-term strategies. Explore voluntary adjustments of base flood elevation.	Ongoing implementation as part of Development Review processing of City projects and in planning work such as General Plan update and infrastructure planning.
POLICY LU 8.4	Sustainable Development. Incorporate Sustainability into existing single family and multifamily housing. Require sustainable features and techniques to address energy and water efficiency in remodels of existing structures.	Ongoing implementation as part of Development Review process. In 2023, remodels of existing structures are now subject to reach code requirements to provide electric-readiness and heat pump cooling/heating and limits on new gas infrastructure for select residential dwelling types.
POLICY LU 8.5	Solar Energy. Promote or join local partnerships and opportunities that offer renewable energy options to the residents and/or help inform them of rebates and options while ensuring that the permit process is quick and inexpensive.	Ongoing work by Sustainability staff in continuing to educate/inform users of renewable energy options and available rebates.
POLICY LU 8.6	Waste Reduction. Reduce waste sent to landfills by San Mateo's residents, businesses and visitors by a minimum of 40% from 2017 levels by 2030 by mandating recycling, setting aggressive waste reduction goals for all development, implementing composting programs, and increasing costs for residential and commercial waste collection then using increased waste collection revenue to provide waste reduction incentives. Supportive actions for waste reduction are detailed in the Climate Action Plan.	Public Works Department continues to adhere to latest codes and requirements regarding waste reduction, consistent with 2020 Climate Action Plan.
POLICY LU 8.7	Water Reduction Strategies. Establish a partnership with California Water Service (CWS), Bay Area Water Supply Conservation Agency and other mid peninsula cities to promote the water reduction strategies that are offered and to create an outreach program that will help inform residence and businesses of increase costs and the need for conservation efforts.	Ongoing collaboration with other agencies, as applicable, to educate residents and businesses of increase costs and the need for conservation efforts.
POLICY LU 8.8	Water Rates. Actively support a strategy to decouple water utility revenues from water consumption and any other regulatory changes that will offer incentives to CWS to actively pursue conservation while working with CWS to implement progressive water rates.	Where appropriate, City supports CWS in pursuing water conservation and implementation of progressive water rates.

GOAL, POLICY OR ACTION NO.	GOAL, POLICY OR ACTION TEXT	IMPLEMENTATION STATUS
POLICY LU 8.9	Air Quality Construction Impacts. The City shall mitigate air quality impacts generated during construction activities by requiring the following measures: 1) Use of appropriate dust control measures, based on project size and latest Bay Area Air Quality Management District (BAAQMD) guidance, shall be applied to all construction activities within San Mateo. 2) Applicants seeking demolition permits shall demonstrate compliance with applicable BAAQMD requirements involving lead paint and asbestos containing materials (ACM's) designed to mitigate exposure to lead paint and asbestos. 3) Utilization of construction emission control measures recommended by BAAQMD as appropriate for the specifics of the project (e.g., length of time of construction and distance from sensitive receptors). This may include the utilization of low emission construction equipment, restrictions on the length of time of use of certain heavy-duty construction equipment, and utilization of methods to reduce emissions from construction equipment (alternative fuels, particulate matter traps and diesel particulate filters).	1, 2, & 3: Ongoing implementation as part of Development Review process.
POLICY LU 8.10	Odors. When proposed development generating odors is proposed near residences or sensitive receptors, either adequate buffer distances shall be provided (based on recommendations and requirements of the California Air Resources Control Board and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels. Potential mitigation associated with this policy requirement will be coordinated with any required permit conditions from BAAQMD. When new residential or other sensitive receptors are proposed near existing sources of odors, either adequate buffer distances shall be provided (based on recommendations and requirements of the California Air Resources Control Board and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels.	Ongoing implementation as part of Development Review process.
POLICY LU 8.11	Toxic Air Contaminants. The City shall require that when new development that would be a source of toxic air contaminants (TAC's) is proposed near residences or sensitive receptors, either adequate buffer distances shall be provided (based on recommendations and requirements of the California Air Resources Control Board and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels. When new residential or other sensitive receptors are proposed near existing sources of TAC's, either adequate buffer distances shall be provided (based on recommendations and requirements of the California Air Resources Control Board and BAAQMD), or filters or other equipment/solutions shall be provided to the source to reduce the potential exposure to acceptable levels.	Ongoing implementation as part of Development Review process.
POLICY LU 8.12	Engaging the Public. Create a multi-phased information campaign to educate residents and businesses on the Climate Action Plan and to spark behavioral changes in individual energy and water consumption, transportation mode choices, and recycling.	Ongoing work by Sustainability staff in continuing to educate residents and businesses. Existing outreach efforts include an induction cooktop loan program and reusable cup program at participating Downtown cafes.

## Please Start Here

General Information	
Jurisdiction Name	San Mateo
Reporting Calendar Year	2023
Contact Information	
First Name	Linda
Last Name	Ly
Title	Associate Planner
Email	housing@cityofsanmateo.org
Phone	6505227220
Mailing Address	
Street Address	330 W 20th Ave
City	San Mateo
Zipcode	94403

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

**Optional:** This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

**Optional:** This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

## Submittal Instructions

**Please save your file as Jurisdictionname2022 (no spaces).** Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

**1. Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov).*

**2. Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov) and to OPR at [opr.apr@opr.ca.gov](mailto:opr.apr@opr.ca.gov). Please send the Excel workbook, not a scanned or PDF copy of the tables.



<b>Jurisdiction</b>	San Mateo	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	25
Low	Deed Restricted	0
	Non-Deed Restricted	24
Moderate	Deed Restricted	0
	Non-Deed Restricted	25
Above Moderate		24
Total Units		98

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	1	11	3
2 to 4 units per structure	0	4	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	4	83	64
Mobile/Manufactured Home	0	0	55
<b>Total</b>	<b>5</b>	<b>98</b>	<b>122</b>

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	93	96
Not Indicated as Infill	2	2

Housing Applications Summary	
Total Housing Applications Submitted:	11
Number of Proposed Units in All Applications Received:	184
Total Housing Units Approved:	64
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	2	2
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	0	0
Discretionary	11	184

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	3
Number of Units in Applications Submitted Requesting a Density Bonus	126
Number of Projects Permitted with a Density Bonus	2
Number of Units in Projects Permitted with a Density Bonus	2

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	53
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	San Mateo	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/01/2023 - 01/31/2023

# ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "\*" indicates an optional field  
Cells in grey contain auto-calculation formulas

**Table A**  
**Housing Development Applications Submitted**

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Project Type	Notes		
1					2	3	4	5							6		7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4.5+ ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted- (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below								17	2	1	2	0	2	160	184	64	0							
	034-181-160	435 E. 3rd Ave.	435 E. 3rd Ave., SPAR + SDPA	PA-2021-081	5+	R	2/3/2023	0	0	1	0	0	0	4	5	5	0	NONE	Yes	Yes	Approved	Discretionary	New mixed-use building with 5 residential units and 33,876 square feet of office uses with no on-site parking. (Net new 5 units)	
	040-112-180	3601 Martin Dr.	3601 Martin Dr., SFDDR	PA-2022-075	ADU	R	2/14/2023	0	1	0	0	0	0	1	2	2	0	NONE	No	N/A	Approved	Discretionary	Demolition of an existing single-family residence and construction of a new single-family residence with an attached ADU and an attached two-car garage. ADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include ADU in this application. (Net new 1 unit)	
	034-295-310	150 15th Ave.	150 15th Ave., ADUDR	PA-2022-084	ADU	R	2/17/2023	0	1	0	0	0	0	0	1	1	0	NONE	No	N/A	Approved	Discretionary	Discretionary review to convert an existing accessory structure into an ADU and to allow additions with a zero-setback along the rear property line where 4-feet is required. (Net new 1 unit)	
	032-033-030	635 Costa Rica Ave.	635 Costa Rica Ave., SUP + SFDDR	PA-2022-055	ADU	R	3/24/2023	0	0	0	1	0	0	1	2	2	0	NONE	No	N/A	Approved	Discretionary	Demolition of an existing single family residence and construction of a new two-story single family residence with a detached ADU. ADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include ADU in this application. (Net new 1 unit)	
	034-294-120	125 15th Ave.	125 15th Ave., SUP + SFDDR	PA-2021-049	SFD	R	3/31/2023	0	0	0	1	0	0	1	2	2	0	NONE	No	N/A	Approved	Discretionary	Demolition of an existing single family residence and construction of a new two-story single family residence and conversion of an existing detached garage into an ADU with an attached one-car garage. ADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include ADU in this application. (Net new 1 unit)	
	032-333-120	2 S. Delaware St.	2 S. Delaware St., SPAR	PA-2022-079	ADU	R	4/6/2023	0	0	0	0	0	1	0	1	1	0	NONE	No	N/A	Approved	Discretionary	Exterior alterations to an existing residence qualifying as an Individually Eligible historical resource. Project includes legalization and expansion of existing basement to a JADU. JADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include JADU in this application. (Net new 1 unit)	
	032-133-310	864 N. Claremont St.	864 N. Claremont St., SUP + SFDDR + SPAR	PA-2022-090	ADU	R	5/23/2023	0	0	0	0	0	1	0	1	1	0	NONE	No	N/A	Approved	Discretionary	Substantial removal (not demolition) and reconstruction of a single-family residence, including a ground floor addition with a legal nonconforming side yard setback. The project also includes an attached ADU. ADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include ADU in this application. (Net new 1 unit)	
	039-372-080	2659 Garfield St.	2659 Garfield St., SFDDR	PA-2023-014	SFD	O	7/28/2023	0	0	0	0	0	0	1	1	1	0	NONE	Yes	Yes	Approved	Discretionary	Construction of a new two-story single family residence and convension of the existing residence into an ADU. ADU is ministerial. Work of a new SFD triggered discretionary review; applicant opted to include ADU conversion in application. (Net new 1 unit)	
Two parcels proposed to be merged; new APN not yet available.	034-194-030 and 034-194-140	616 S. B St.	616 S. B St., Nazareth Vista SPAR+SDPA	PA-2022-037	5+	R	11/17/2023	5	0	0	0	0	0	43	48	48	0	NONE	No	N/A	Approved	Discretionary	Demolition of existing commercial structures to construct a new five-story mixed-use building consisting of 48 residential units and approximately 7,000 sq. ft. of commercial uses on the ground floor. Project includes a Tentative Parcel Map to merge two lots. New APNs not available at this time. (Net new 48 units)	
	034-366-100	1238 Quince St.	1238 Quince St., SUP + SFDDR	PA-2023-037	ADU	R	11/17/2023	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Discretionary	Substantial removal (not demolition) of a single-family residence with a second-story addition. The project also includes conversion of the existing detached garage into an ADU. ADU is ministerial. Work on SFD triggered discretionary review; applicant opted to include ADU in this application. (Net new 1 unit)	
	033-281-130	477 9th Ave.	477 9th Ave., SUP + SPAR + SDPA	PA-2022-047	5+	R	11/17/2023	12	0	0	0	0	0	108	120	0	0	NONE	Yes	Yes	Pending	Discretionary	Demolition of an existing office to construct a new five-story mixed-use building consisting of 120 residential units and approximately 29,207 sq. ft. of office uses. (Net new 120 units) Project approval is pending due to an appeal that was filed by the public on 12/21/23, regarding the project's proposed tree removal. The project was approved on 2/20/24 following the City Council's denial of the appeal and upholding the previous approval.	

Table A2

Project Identifier		Affordability by Household Income - Completed Disbursements										Affordability by Household Income - Building Permits										Affordability by Household Income - Certificate of Occupancy										Scheduling		Housing with Financial Assistance under Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		Status of Affordability or Deed Restrictions		Demographic/Designated Units		Density Bonus				Notes																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Jurisdiction	San Mateo	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	1,777	-	-	-	-	-	-	-	-	-	-	25	1,752
	Non-Deed Restricted		1	24	-	-	-	-	-	-	-	-		
Low	Deed Restricted	1,023	-	-	-	-	-	-	-	-	-	-	37	986
	Non-Deed Restricted		13	24	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	1,175	-	-	-	-	-	-	-	-	-	-	45	1,130
	Non-Deed Restricted		25	20	-	-	-	-	-	-	-	-		
Above Moderate		3,040	10	24	-	-	-	-	-	-	-	-	34	3,006
Total RHNA		7,015												
Total Units			49	92	-	-	-	-	-	-	-	-	141	6,874
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		889		-	-	-	-	-	-	-	-	-	-	889

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

Jurisdiction	San Mateo		
Reporting Year	2023	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H1.1 Monitor Regional Housing Needs Allocation and Pipeline projects	a) Provide an annual report on housing production to the City Council each March, prior to submittal of the Annual Progress Report to HCD by April 1st. The report will include an assessment on the City's RHNA progress and, as needed, identify additional sites to ensure ongoing compliance with "no net loss" provisions of State law. b) Conduct a mid-cycle review of realistic capacity projections and pipeline project housing production to ensure outcomes are aligned with projections. Update sites inventory to include additional sites to ensure ongoing compliance with "no net loss" provisions of State law.	a) 2023 – 2031 (Annually) b) 2027 (Mid-cycle review)	a) The City continues to enforce the provisions of No Net Loss law through the planning application process. Projects are required to propose a net increase of units through redevelopment and provide replacement of any deed restricted low-income units. b) By 2027, additional sites for housing redevelopment will be identified, as necessary, to ensure that the City meets its share of RHNA requirements.
H1.2 Utilize Public Funding and Properties for New Affordable Housing	a) Continue to set aside 20% of general fund property tax revenues from former RDA areas (aka "Boomerang Funds"), as well as the Affordable Housing Commercial Linkage Fee Fund to use for affordable housing development, prioritizing funding allocation to projects that include units for extremely low income (ELI) households. b) Identify ways to create a stand-alone Housing Trust Fund using available funding sources and utilizing that fund to leverage new funding sources, including the Bay Area Housing Finance Authority (BAHC) and the Bay Area Preservation Pilot (BAPP). c) Prioritize available local housing funds to assist in the production of at least 543 below market rate units by 2031, including within the study areas of the General Plan that allow high-density housing by holding developer roundtable meetings at least once per year. Encourage developers to include ELI units in their projects. d) Support development of 71 units of affordable housing on the City owned parking lot at 4th and Railroad as part of the public-private partnership (Bespoke project). i. Development team has been selected as part of an RFP process, an Exclusive Negotiating Agreement (ENA) has been executed with the developer, and the project's pre-application review has been completed. ii. Complete the Planning Application Process for the project within 18 months of Housing Element adoption. iii. Facilitate permitting and project construction during the planning period. e) Support affordable housing development, including ELI units, on the City owned property at 4142 S. El Camino Real. i. Complete site analysis within 24 months of Housing Element adoption. ii. Issue RFP within 48 months of Housing Element	a) 2023 – 2031 (Ongoing) b) 2025 c) 2023 – 2031 (Ongoing) d) 2024 e) 2023 – 2031 (Ongoing)	a) The City continues to set aside 20% of general fund property tax revenues from former RDA areas in a dedicated housing fund to support affordable housing production, with a prioritization for ELI households. b) The City will explore ways to create a standalone housing trust fund in 2025 c) Construction of a new 225 unit affordable project (Kiku Crossing) is nearing completion. A new supportive housing project (New Beginnings) with 4-6 new ELI units set-aside for transition aged youth was identified for PLHA funding, with entitlement planned in 2024. d) Application review of a 71 unit affordable project (Bespoke) in partnership with a private affordable housing developer on City owned land at 4th and Railroad Ave. continues. The project includes 71 BMR units with 3 studio units, 24 1-bedroom units, 22 2-bedroom units, and 22 3-bedroom units, that will be affordable to LI and VLI households. e) The City will begin exploring options for producing new affordable housing units on the property at 4142 S El Camino Real in 2025.
H1.3 Increase Affordable Housing Production	a) Amend the Affordable Housing Ordinance (SMMC Chapter 27.16.050) and Inclusionary Housing Policy to allow for alternative compliance options to onsite inclusionary unit development within one year of Housing Element adoption. b) Adopt an updated Density Bonus/Community Benefits program that provides additional incentives and/or streamlining options for housing projects that provide additional affordable units or the most needed unit types beyond minimum state requirements. Both of these actions would include an assessment of applicable state law to ensure that the City meets or exceeds all requirements. c) Target ELI populations to the extent feasible.	a) 2024 b) 2025	a) In 2023, the City initiated research with a consultant to analyze economic feasibility to incentivize affordable housing production in large projects. b) The City anticipates presenting policy options and recommendations to City Council in 2024, which would be on track for the 2025 implementation target. c) Ongoing as part of overall research and policy recommendation.
H1.4 Support Increased Accessory Dwelling Unit Development	a) Amend the City's ADU Ordinance (SMMC Chapter 27.19) to align with current State law and to resolve any inconsistencies identified by HCD. b) Maintain and expand the ADU information and resources available to home owners and applicants provided on the City's website. c) Collaborate with 21 Elements and other jurisdictions in San Mateo County to find ways to enhance available ADU resources, establish uniform standards and requirements, and effective ways to monitor ADU affordability. d) Monitor ADU occupancy and rent levels to verify that affordability allocations. Tools to monitor will include, but are not limited to, collaboration with 21 Elements or ABAG to develop a uniform approach to tracking ADU affordability countywide, and surveying ADU applicants during the building permit review process to understand intended use, occupancy and rent charged. e) Continue to offer flat fees for ADU building permits, and review ADU permit fees every 2-3 years. If fees are found to be a barrier to ADU production, the City will make reductions as necessary to reduce cost barriers. f) Provide an annual report on ADU permitting data to verify that Housing Element production targets are being achieved. If ADU production targets are not achieved for two consecutive years, then, within six months, pursue additional actions, including fee reductions, increased homeowner resources and assistance, funding assistance, identifying additional sites and/or code amendments, to incentivize ADU production	a) 2024 b) 2023 – 2031 (Ongoing) c) 2023 – 2031 (Ongoing) d) 2023 - 2031 (Ongoing) e) 2023 – 2031 (Ongoing) f) 2023 – 2031 (Annually)	a) Staff continues to review state law to ensure that the City' ADU Ordinance is in compliance. To-date, HCD has not identified any inconsistencies or compliance issues with the City's ADU Ordinance. b) The City maintains an ADU resource website that provides current handouts and guidance on the City of San Mateo ADU regulations. c) Through 21 Elements, the City has joined with a County-wide effort to establish an ADU center to support additional ADU construction and monitor affordability. d) Work to be completed by the ADU Center includes development of best practices and approaches for monitoring ADU occupancy and rent levels, pre-reviewed plan and templates, and other tools and resources for property owners interested in building an ADU. e) The City currently offers flat fees for ADU building permits at a rate that is comparable with other jurisdictions in San Mateo County. f) In 2023, the City issued permits for 83 new ADUs and issued certificates of occupancy (finalized) for 50 new ADUs, which is well-above the Housing Element's production target 55 permits issued per year.

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H1.5 Encourage Family Housing	<p>a) Present options to City Council for requiring a minimum percentage of three-bedroom units in City subsidized projects;</p> <p>b) Present options to City Council for requiring a minimum percentage of family-sized units in private development projects as part of the Inclusionary Policy update.</p> <p>c) Should such policy recommendations not materialize into code amendments, explore alternative methods to promote family sized units through the community benefits program.</p>	<p>a) 2025</p> <p>b) 2025</p> <p>c) 2025</p>	<p>a) In 2023, the City initiated research with a consultant to evaluate demand and promote more inclusionary family housing (two- and three-bedroom affordable housing units). In addition, the 71-unit affordable housing project, Bespoke, will include 22 2-bedroom units and 22 3-bedroom units for family housing.</p> <p>b) The City anticipates presenting policy options and recommendations to City Council in 2024.</p> <p>c) Pending above efforts</p>
H1.6 Streamline Housing Application Review	<p>a) Update the City Council resolutions that establish the pre-application and development review processes to eliminate the pre-application requirement for housing projects and eliminate the third-party design review requirement for housing projects that meet objective standards.</p> <p>b) Amend the Zoning Code to allow residential projects with up to 25 units to be approved administratively.</p> <p>c) Update permit application submittal requirements.</p> <p>d) Develop Zoning Code amendments to align City requirements with SB 330 and make a recommendation to the City Council.</p>	<p>a) 2024</p> <p>b) 2023</p> <p>c) 2023-2031 (Ongoing)</p> <p>d) 2025</p>	<p>a) In 2024, the City will streamline the development review process by removing the pre-application and third-party design review requirements through an updated resolution with City Council.</p> <p>b) In 2023, the City adopted code amendments to allow Zoning Administrator approval for housing projects up to 25 units, subject to Objective Design Standards.</p> <p>c) Efforts to further streamline and update the permit application submittal requirements are ongoing.</p> <p>d) By 2025, the City will adopt code amendments that are consistent with SB 330.</p>
H1.7 Update Zoning Code Standards to Support Housing Production	<p>a) Evaluate the standards and requirements in all zone districts that allow for multi-family residential and amend the Zoning Code as needed to reduce or eliminate constraints to housing construction. Specifically: 1) exclude covered parking and other elements as needed from Floor Area Ratio (FAR) calculation for housing projects with affordable units, 2) specify where Single-Room Occupancy (SRO) units are permitted consistent with government Code 65583(c)(1), and 3) specify that Manufactured Homes that are built on a permanent foundation are subject to the same zoning requirements and development standards as single-family homes.</p> <p>b) Amend the Zoning Code to reduce off-street parking requirements for residential units (SMMC Chapter 27.64) as follows: Studio and 1 Bedroom units to 1 space, 2 Bedrooms and above to 1.5 spaces; and for projects within ½ mile of transit, consistent with AB2097, no off-street parking shall be required. As part of this amendment, staff will review all other parking related requirements and make recommendations to reduce or eliminate any other parking related requirements identified as a constraint.</p> <p>c) Amend the Zoning Code to make residential uses, which currently require a special use permit, a permitted use in the C1, C2, C3, E1 and E2 districts for non-R Overlay areas.</p> <p>d) Rezone sites with quasi-public uses such as schools, churches, and other facilities of an educational, religious, charitable, or philanthropic nature, to "Quasi-Public," following completion of the General Plan Update and allow for a variety of housing types such as duplexes to multi-family as permitted uses in this zone district.</p> <p>e) Evaluate the feasibility of an affordable housing quasi-public overlay or code amendment to support the production of affordable housing on quasi-public sites, such as religious</p>	<p>a) 2025</p> <p>b) 2025</p> <p>c) 2024</p> <p>d) 2025</p> <p>e) 2026</p>	<p>a) Comprehensive code amendments are planned in 2025 to remove constraints and to encourage a variety of housing project types.</p> <p>b) In 2024, the City plans to amend the Zoning Code to reduce off-street parking requirements for residential uses.</p> <p>c) In 2024, the City will initiate comprehensive code amendments to permit residential uses for all Commercial and Executive Office zones in non-R overlay areas. This removes the requirement for a special use permit.</p> <p>d) In 2025, the City will initiate rezoning Citywide to include a "Quasi-Public" zone.</p> <p>e) The City will also conduct a feasibility study for an affordable housing quasi-public overlay in 2026.</p>
H1.8 Adopt Objective Design Standards	Adopt Objective Design Standards for multi-family residential projects and mixed-use projects with a residential component.	2023	On November 20, 2023, the City adopted ODS and associated code amendments to streamline eligible small-scale housing projects. Code amendments include Zoning Administrator approval for housing projects up to 25 units, subject to ODS.
H1.9 Establish Minimum Densities for Mixed-Use Projects	<p>a) Amend the Zoning Code to require that properties designated for mixed-uses, in the Sites Inventory List, allow 100 percent residential use and require that residential use occupy 50 percent or more of the total floor area of a mixed-use project consistent with Government Code Section 65583(h), and establish a minimum residential density for mixed-use projects elsewhere in the City that include a residential component.</p> <p>b) Study and present to City Council options for requiring a residential component in all mixed-use projects in certain zones or areas.</p>	<p>a) 2024</p> <p>b) 2024</p>	<p>a) In 2023, the City initiated policy work with a consultant to evaluate minimum residential density requirements for large commercial mixed-use project.</p> <p>b) The City anticipates presenting policy options and recommendations to City Council in 2024.</p>
H1.10 Establish By-Right Housing Designation for Prior Housing Sites	Amend the Zoning Code to establish a By-Right designation for housing sites reused from prior Housing Elements for housing projects that propose a minimum of 20% affordable units. Zoning for these sites must be at least 30 units/acre to meet default density requirements for lower-income households per Gov. Code Section 65583.2(c).	2024	Staff has started mapping and developing the Ordinance language to meet this statutory requirement, and anticipates adoption in the first half of 2024 to amend the Zoning Code and establish a By-Right designation for housing sites identified in prior Housing Elements proposing a minimum of 20% affordable housing units.
H1.11 Implement the SB 9 Ordinance	Continue to implement Zoning Code Chapter 27.21 (Two-Unit Development Residential Overlay District), adopted in September 2022, which facilitates the provisions of SB 9 in single-family districts (R1).	2023 – 2031 (Ongoing)	On October 3, 2022, the City adopted a local Two-Unit Development Overlay District Ordinance (SMMC 27.21) to implement the provisions of SB 9. The City approved one SB 9 application for a lot split in 2022 that was issued building permits in 2023. One application is currently under review in 2024.
H1.12 Encourage Development of Missing Middle Housing	<p>a) Evaluate residential zoning districts that have sites with potential for Missing Middle Housing (R2, R3 and R4 zones) and identify development standards that create barriers for small-scale development, including minimum lot size, setbacks, floor area ratio, parking, and open space requirements, and amend the Zoning Code to remove any constraints, and maximize developable area, and increase capacity.</p> <p>b) Research and evaluate policies and code amendments to allow for Missing Middle housing under SB 10 and schedule for City Council consideration and adoption.</p>	<p>a) 2026</p> <p>b) 2026</p>	<p>a) Effective January 3, 2024, streamlined review is available for small-scale housing projects up to 25 units and subject to ODS (Policy H1.8), through administrative review and approval without the need for public hearings. By 2026, staff will evaluate the identified residential zoning districts that have potential for Missing Middle Housing through a comprehensive code amendment effort.</p> <p>b) In 2024, the City began researching SB 10 and will present an introduction of the bill to City Council for feedback and direction.</p>



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H1.13 Update Special Needs Group Housing Requirements	<p>a) Review and amend the Zoning Code to allow group homes and residential care facilities for persons with special needs, including those who are ELI, in all residential zones, only subject to those objective standards that apply to other residential uses of the same type in the same zone in conformance with state law.</p> <p>b) Review and amend the Zoning Code definition for family, and other related regulations, to ensure consistency with State and Federal fair housing laws related to persons with disabilities. This effort may also include consideration of new definitions such as single-unit and multi-unit dwellings to accommodate various housing situations.</p> <p>c) Study best practices and develop a universal design ordinance that may better address housing needs for persons with disabilities.</p>	<p>a) 2025 b) 2025 c) 2027</p>	<p>a) This program will be implemented in 2025. b) Staff will begin researching code best practices for consistency with Fair Housing Requirements and propose code amendments in 2025. c) Staff will research and develop a universal design ordinance for housing for persons with disabilities in 2027.</p>
H1.14 Update Supportive Housing Requirements	Amend the Zoning Code to be consistent with AB 2162 to allow by-right 100% affordable housing that has 25% or 12 units of permanent supportive housing, where multi-family or mixed-use housing is permitted.	2024	Staff is developing several ordinances and amendments associated with the program, with a target to implement in 2024.
H1.15 Update Mobile Home Parks Requirements	Amend the Zoning Code to allow mobile home parks as a special use in all residential zones to be consistent with Government Code Section 65852.7	2025	This program will begin implementation in 2025.
H1.16 Update Farmworker Housing Requirements	Amend the Zoning Code to define and allow farmworker housing within the Agricultural District consistent with Government Code Section 17021.6. The City will comply with Health and Safety Code section 17021.5.	2025	This program will begin implementation in 2025.
H1.17 Permitting and Development Fee Review	<p>a) Study cumulative permit fee costs for new housing development of various sizes and use information to identify opportunities to reduce per unit permitting costs; with fee reductions for small multi-family projects being prioritized. Present findings to the City Council with recommendations for adoption.</p> <p>b) Conduct a comprehensive review and update of the fee schedule every 5-6 years, with a focus on evaluating and adjusting fees with potential barriers to housing production. Next review will be conducted in 2027 (last fee study completed in 2021).</p>	<p>a) 2025 b) 2027 (Ongoing)</p>	<p>a) Staff has been researching cumulative permit fee costs for new housing developments of various sizes and significantly reduced permitting costs for projects up to 25 housing units by allowing staff level review and approval. This advanced work will support implementation in 2025. b) The City anticipates initiating its next comprehensive fee study in 2025/2026, ahead of the 2027 target.</p>
H1.18 Increase Senior Housing Production	Evaluate code amendments and/or policies to encourage and support the development of senior housing, especially senior housing that serves the ELI and lower income senior households, including through shared housing arrangements, community care facilities, supportive housing, and assisted living for seniors, and make a recommendation to the City Council.	2028	This program will begin implementation in 2027.
H1.19 Ensure Adequate Water Supply for the Development of New Housing	<p>a) Upon adoption of the Housing Element, provide a copy of the Element to California Water Company, Estero Municipal Improvement District, and San Mateo Public Works Dept, for greater awareness of affordable housing priorities and collaboration, in compliance with AB 1087.</p> <p>b) Support efforts by Cal Water and EMID to expand their water supplies with new water sources and develop water efficiency and conservation methods to offset demand from new development projects.</p> <p>c) Pursuant to AB 1087, work with Cal Water and EMID to establish a procedure to prioritize water allocation for developments that include units set aside as affordable housing for lower income households, including affordable housing within larger, mixed-use developments and larger residential subdivisions</p> <p>d) Establish a written procedure for the City to grant priority sewer service to developments with units that are affordable to lower-income households.</p>	<p>a) 2023 b) 2023 – 2031 (Ongoing) c) 2023 d) 2023</p>	<p>a) After the updated Housing Element is adopted in 2024, a copy of the Housing Element will be shared with the California Water Company (Cal Water), Estero Municipal Improvement District (EMID), and the City's Public Works Department.</p> <p>b) The Public Services and Facilities Element in the City's General Plan 2040 includes 11 policies and actions that support coordination with the City's water providers to increase supply capacity, improve water efficiency in new development and increase local conservation efforts. Implementation of these policies and actions is ongoing.</p> <p>c) The City continues to engage with Cal Water and EMID to ensure that housing projects are prioritized for water service allocations, with ongoing efforts to formalize the process.</p> <p>d) There are currently no limitations on available sewer service capacity and all housing projects have been able to obtain sewer service as requested. A formal procedure for prioritizing sewer service for housing projects will be completed in late 2024.</p>
H1.20 Adopt San Mateo General Plan 2040	<p>a) Complete the General Plan 2040 Update (GPU) process and present to the City Council for adoption. The City is committed to adopting a General Plan that will create capacity for at least 10,000 new housing units and will increase the base densities in the 10 Study Areas by at least 25 du/ac and height limits by at least two stories.</p> <p>b) Commence with rezoning Citywide, in phases, to implement the land use map following GPU adoption.</p> <p>c) The GPU public outreach and engagement process will include information on Measure Y and how it creates a constraint on housing production.</p> <p>d) The City will place an updated Measure Y ballot initiative to allow for the increased heights and densities in the adopted General Plan on the November 2024 election. If the Measure Y ballot initiative does not pass in November 2024, present alternative plans within six months to the City Council, including a plan for rezoning, to address the housing production constraint of Measure Y with an emphasis on higher densities in high/highest resource areas and to add at least 1,700 units of new capacity around the City, thereby increasing the City's RHNA buffer by at least 25%.</p>	<p>a) 2024 b) 2025 - 2026 c) 2023 - 2024 d) November 2024 e) May 2025, if needed</p>	<p>a) In summer/fall 2023, following publication of the Draft General Plan Update (GPU), the City conducted an extensive community outreach and engagement effort to gather community input, and culminated with four City Council meetings to provide final direction on the Draft GPU. The Final General Plan was published in January 2024 with City Council adoption hearings scheduled for March 2024. The GPU includes a land use map that increases housing capacity by approximately 19,700 new units by 2040, increases base densities to up to 130 du/ac and increases heights up to eight stories.</p> <p>b) This program will begin implementation in 2025.</p> <p>c) In addition to the extensive community outreach and engagement effort in summer/fall 2023, the City conducted a statistically valid survey of likely voters to understand voter opinion on different building heights (8, 10 and 12) that should be included in the GPU to help build community awareness and consensus around the issue, and the results were presented to the public and City Council on October 30, 2023. Staff also created a public handout discussing Measure Y and the 2040 GPU's proposed density and height limits, which is available on <a href="http://www.StriveSanMateo.org">www.StriveSanMateo.org</a>.</p> <p>d) Following GPU adoption in March, the City will begin work on a ballot initiative to amend Measure Y, with a target to adopt a resolution in summer 2024 so that the initiative can be placed on the ballot in the November 2024 election.</p> <p>e) This program will be implemented, if needed, in 2025.</p>
H2.1 Fund Housing Rehabilitation Efforts	<p>a) Complete annual goals of 10 minor home repairs and 14 accessibility modifications through grants for lower-income residents, targeting ELI households where appropriate.</p> <p>b) Provide home rehabilitation loans for lower-income residents up to a total of approximately \$500,000 available.</p> <p>c) Affirmatively market the availability of these funds to both homeowners and renters to increase awareness. Marketing efforts include translating flyers into Spanish and distributing flyers to various locations throughout the City, including libraries, senior and community centers and non-profit agencies. Outreach will be conducted biannually.</p>	2023 - 2031 (Annually, by June 30)	In 2023: 10 minor home repairs projects were completed and 2 home rehabilitation projects are actively ongoing.



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H2.2 Support Retention of Existing Lower Income Units	<p>a) Bridgepointe Condominiums affordability requirements for 59 affordable units expire in 2027, out of which 24 are very low-income units (35 are at 120% AMI). Belmont Building affordability requirements for 6 units expire in 2032. The rental property is owned by a for-profit entity, potential for loss of units is high.</p> <p>b) Proactively coordinate with owners to preserve the 24 very low-income units as affordable, including identifying potential funding sources, advertise conversion units to non-profits, conduct tenant outreach and education, add a displacement preference for new affordable housing for people displaced, including those displaced as a result of conversion. Outreach and negotiate with owners for affordability extensions. Provide noticing to tenants and affected public entities in accordance with Gov. Code, § 65863.10, 65863.11, and 65863.13</p>	<p>a) 2026 (Bridgepointe Condominiums)</p> <p>b) 2031 (Belmont Building)</p>	<p>a) The Bridgepointe Condominiums were identified as a priority to address. Their affordability requirements for 24 low-income units will expire in 2027. Options such as using funding sources to purchase or advertising conversion units to non-profits are being explored.</p> <p>b) Belmont Building affordability requirements for 6 low-income units expire in 2032. Staff will proactively reach out to owners to extend affordability and mitigate displacement.</p>
H2.3 Increase Energy and Water Efficiency in Existing Units	<p>a) Complete seven weatherization upgrades through grants for lower-income residents annually, targeting ELI households when appropriate.</p> <p>b) Implement energy-efficiency and electrification strategies identified in the City's Climate Action Plan through updates to the City's Reach Codes as part of the building permit review process. Outreach will be conducted biannually.</p>	<p>a) 2023 - 2031 (Annually, by June 30)</p> <p>b) Reach codes are updated every three years.</p>	<p>a) In 2023: Zero weatherization upgrades were completed. Staff is searching for a new non-profit partner for weatherization upgrades as the previous partner has dropped the service.</p> <p>b) The City's updated Reach Codes went into effect, requiring any remodel projects to include energy and water efficiency measures.</p>
H2.4 Implement Capital Improvements in Lower-Resourced Neighborhoods	<p>a) Use available CDBG funds to make CIP improvements in identified Equity Priority Neighborhoods (including North Central and North Shoreview neighborhoods). Potential improvements may include: street work, crosswalk implementation, ADA ramp installation, striping, sidewalk improvements, traffic signal replacement, and other pedestrian/bicycle enhancements. Allocate available CDBG funds on an annual basis.</p> <p>b) Implement Bike Master Plan and Pedestrian Master Plan through capital improvements in Equity Priority Neighborhoods.</p> <p>c) Conduct proactive public outreach to identify and prioritize capital improvements that best align with a neighborhood's most critical needs.</p> <p>d) Apply for funding biannually, consistent with CIP efforts and CDBG to pursue at least eight improvement projects over eight years in Equity Priority Areas.</p>	2023 - 2031 (Annually)	<p>a) In 2023: Street repair and pedestrian safety projects were completed in the lower resource neighborhoods of North Central and North Shoreview.</p> <p>b) The City continues to implement the Bike Master Plan and Pedestrian Master Plan through capital improvements through the Public Works Department.</p> <p>c) The City conducts annual public outreach through the Public Works Department and through the Housing Division Community Needs Hearing to identify critical neighborhood needs.</p> <p>d) The City continues to use CDBG funding and other sources to complete CIP improvement projects in Equity Priority Areas.</p>
H2.5 Promote Housing Resilience	Provide Flood Improvements for the North Shoreview neighborhood through the levee project with Public Works.	2023	The North Shoreview levee project was completed by the Department of Public Works on June 28, 2023.
H2.6 Require Replacement Units	<p>a) Conduct a study to determine whether the City should update the zoning ordinance and other policies to permanently require replacement of units (beyond Housing Crisis Act sunset date of 2034). This action must be completed within three years from the start of the planning period.</p> <p>b) The City will require replacement housing units subject to the requirements of Government Code Section 65915(c)(3), when a development project or demolition occurs on sites with existing residential units that are restricted or have been occupied by a lower income household in the past five years.</p>	<p>a) 2026</p> <p>b) Effective Immediately</p>	<p>a) The City will conduct a study by 2026 to determine whether an ordinance and policies should be adopted to require replacement units beyond the Housing Crisis Act sunset date of 2034.</p> <p>b) The City currently requires all applicable development projects to provide replacement housing units in accordance with Government Code Section 65915(c)(3).</p>
H3.1 Prevent Homelessness	<p>a) Allocate PLHA, CDBG, and other local funds to support homeless prevention these may include the following programs: LifeMoves Rapid Rehousing Program, Safe Harbor Shelter, Vendome Hotel supportive units, LifeMoves First Step for Housing program, HIP Housing home sharing and Montara assisted units for the formerly homeless.</p> <p>b) Support the County in its efforts to convert the Stone Villa Hotel into a 44-room temporary shelter space as part of the Project Homekey programs.</p>	<p>a) 2023 – 2031 (Annually by June 30)</p> <p>b) 2023 – 2031 (Annually)</p>	<p>a) In 2023: 304 individuals were served by City programs to prevent homelessness.</p> <p>b) The City continues to support the County effort to convert the Stone Villa Hotel into new temporary shelter space via the Project Homekey Program.</p>
H3.2 Investigate Fair Housing Cases	<p>As CDBG funding permits, achieve the Annual Fair Housing Activity Goals:</p> <ul style="list-style-type: none"> <li>Investigate all complaint cases;</li> <li>Provide consultation to at least 30 individuals;</li> <li>Increase public Education/Outreach to tenants, landlords, and housing professionals by 50% over eight years (from 26 to at least 40 persons); and</li> <li>Provide legal assistance to at least 185 renters.</li> </ul> <p>These numbers are subject to change based on funding availability.</p>	2023 - 2031 (Annually by June 30)	In 2023: 11 fair housing case clients were served. 145 individuals received public education/outreach and 36 individuals received consultations.
H3.3 Evaluate Housing Revenue Sources	<p>a) Conduct a feasibility study on increasing the fee to generate additional housing funds gathered from commercial development, analyze the study, conduct community outreach and make a recommendation to the City Council. Proceed as directed by Council.</p> <p>b) Examine other possible revenue sources and bring the proposals before City Council for consideration. Actively track available funding opportunities and coordinate with City partners, including non-profit housing developers on how best to leverage these resources.</p>	<p>a) 2026</p> <p>b) 2023 - 2031 (Annually, as opportunities become available)</p>	<p>a) The City has joined with a County-wide effort to conduct a nexus study to adjust commercial linkage fee ratios.</p> <p>b) New funding sources from the County and State continue to be released that are potential sources of affordable housing. Staff is exploring the FY24-25 Measure K funding to supplement construction for supportive housing.</p>
H3.4 Expand Tenant Protections	<p>a) Extend AB1482 provisions to require tenant relocation payments for No Fault evictions for those with tenure less than one year.</p> <p>b) Make recommendations to the City Council for establishing tenant protection policies that include the requirement of documentation from landlords who use the substantial remodel exemption to evict tenants and a Right to Return policy for tenants displaced from homes due to demolition or substantial remodels.</p> <p>c) Amend the Code to strengthen enforcement penalty structure to aid in protecting tenants from unsafe or substandard units.</p> <p>d) Conduct outreach to the community on a biannual basis.</p>	<p>a) 2024</p> <p>b) 2026</p> <p>c) 2024</p> <p>d) 2023 – 2031 (Bi-annually)</p>	<p>a) Staff are researching code best practices and will propose amendments for tenant relocation protections in Fall 2024.</p> <p>b) Staff will make recommendations to establish tenant protection policies who use substantial remodel exemptions to evict tenants and a Right to Return policy in 2026.</p> <p>c) Staff are researching code best practices and will propose amendments to strengthen enforcement penalties in unsafe or substandard units in 2024.</p> <p>d) Staff continues to conduct outreach to the community on a biannual basis.</p>

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H3.5 Study the Creation of Below Market Rate Set Asides	Conduct a best practices research on prioritization of households with special needs, extremely low-income households and large families. Analyze the data, conduct community outreach and make recommendations to the City Council. Proceed as directed by Council.	2026	The City hired a consultant, Economic Planning Systems, in 2023 to study feasibility of establishing priority allocation for certain types of BMR units. The City may phase this effort to look at priority allocation for households with special needs or extremely low income households.
H3.6 Monitor Rental Rates and Displacement.	a) Research options and best practices for a rental registry list, including determining necessary financial and human resources needed to establish such a program. Make recommendations to City Council. b) Collaborate with regional partners, such as 21 Elements or ABAG, to develop ways to monitor rental rates, evictions and displacement citywide and countywide to track trends and use the information to guide policy priorities.	a) 2024 b) 2024-2031 (Ongoing)	a) Staff will research best practices and options and look at collaborating with regional partners to monitor rental rates, evictions, and displacement. b) Staff continues to collaborate with county-wide efforts to enact Housing Element policies, which will include monitoring rental rates, evictions, and displacement.
H3.7 Evaluate Opportunities for Expanding Homeless Shelters	a) Study best practices for expansion of homeless shelter sites. Analyze the data, conduct community outreach and recommendations to City Council. Proceed as directed by Council. b) Regularly evaluate zoning to ensure enough sites are available to accommodate the capacity for emergency shelters, based on the countywide Point in Time Homeless Count. c) Review and amend the zoning code to allow emergency shelters in C2, C3, and other zones as needed to ensure there is sufficient capacity on available sites to accommodate the need for emergency shelter as identified in the most recent point-in-time count conducted before the start of the planning period, and to amend the definition of emergency shelters, in compliance with Government Code 65583. d) Review and amend the zoning code as needed to comply with Government Code 65583 including to remove the 300 feet buffer from a single-family dwelling, clarify that emergency shelters are not required to be more than 300 feet apart and adopt objective development standards, such as parking for shelters in compliance with Government Code Section 65583(a)(4)(A)(ii). e) Review and amend the zoning code as needed to comply with requirements of AB 101 (2019) to allow Low Barrier Navigation Centers (LBNC) as a permitted use by right in areas zoned for mixed use and nonresidential zones permitting (by right or through a Special Use Permit) multifamily uses if it meets specific requirements in Government Code sections 65660 – 65668.	a) 2023 – 2031 (Ongoing) b) 2023 – 2031 (Ongoing) c) 2023-2031 (Ongoing) d) 2025 e) 2025	a) San Mateo continues to be involved with the County Continuum of Care to provide programs to serve the San Mateo homeless population. b) San Mateo continues to participate in the County Point in Time Homeless Count and will regularly evaluate zoning to ensure sites are able to accommodate emergency shelter capacity. c) Staff will review and amend zoning code to allow emergency shelters in C2, C3, and other zones based on the growing need for shelter capacity based on the Point in Time Count. d) Staff will begin researching code best practices and propose code amendments regarding the shelter buffer zone in 2025. e) Staff will begin researching code best practices and propose code amendments regarding Low Barrier Navigation Centers in 2025.
H4.1 Update the Housing Webpage	a) Maintain and improve webpage with comprehensive housing related information and materials, and coordinate with providers to market programs electronically. b) Provide information in multiple languages using common terms. c) Ensure that households with disproportionate housing needs are targeted for information through, for example, liaisons with service providers. Ensure targeting reaches ELI households.	2023 - 2031 (Ongoing)	The City continues to update its webpages with guides, plans, and other worksheets on new housing law, housing programs, and other resources.
H4.2 Support a Countywide Below Market Rate Unit Waitlist	Support the county's online portal for a BMR waitlist by transitioning the City's BMR waiting list to the Countywide system. In addition, work with BMR property managers/owners to advertise available BMR units on the County's portal to streamline the rental process.	2023 (Transition to Countywide portal) (and ongoing)	The City merged its affordable rental properties list onto the centralized county BMR website in Jan 2023 and will continue to add new rental BMR properties as they finish construction.
H4.3 Expand Community Education and Outreach	a) Housing initiatives and policy implementation shall be supported with robust and adaptive community engagement including surveys, workshops, pop-up events, mailings, and targeted outreach to underrepresented groups. Outreach will be conducted biannually. b) Continue to participate in Countywide (and other) efforts to share best practices on equitable engagement and inclusive outreach. (e.g. Home For All "Learning Network") c) Actively provide information on County and State resources for tenant protections, discriminatory practices (CC&R's), special needs groups, and households with disproportionate housing needs.	2023 - 2031 (Ongoing)	The City continues to hold annual Housing and Community Needs Assessments in the month of September to invite community stakeholders and residents to voice their needs and concerns to staff and the Community Relations Commission, which guide funding distribution for the CDBG and PLHA programs.
H4.4 Enable Affirmative Marketing	a) Research other best practices to create an affirmative marketing strategy and implement strategies in San Mateo where appropriate. b) Include farm workers, ELI households, people with disabilities, and households with disproportionate housing needs, as new target group where appropriate. c) Include Spanish marketing materials and ensure bilingual interpretation services are available. The City will conduct outreach and education on a project-by-project basis and will ensure that programs target/affirmatively market to households in impacted neighborhoods, including North Central and North Shoreview, among others. d) Partner with community intermediaries to conduct outreach activities on social media and in the community in Spanish and English language, including events with a significant representation of hard to reach communities such as the annual Dia de los Muertos and Eggstravaganza events (minimum of two per year) as well as pop-ups in the North Central and North Shoreview neighborhoods, (minimum of two per year)	a) 2026 b) 2023 – 2031 (Ongoing) c) 2023 – 2031 (Ongoing) d) 2023 - 2031 (Annually)	a) The City will research best practices to create an affirmative marketing strategy in 2026. b) In Winter 2023, affirmative marketing began for the Kiku Crossing affordable housing project as focused outreach was used for units aimed at special needs populations through County and local nonprofit organizations. c) In 2023, affirmative marketing for the Kiku Crossing affordable housing project included Spanish language materials and targeted outreach. d) The City continues to maintain a presence conducting outreach in English and Spanish through community events in hard to reach communities and pop-ups in the North Central and North Shoreview neighborhoods.
H4.5 Conduct Outreach to Sites Inventory Property Owners	Conduct focused outreach to the owners of properties on the Sites Inventory to determine interest in redevelopment or construction of additional housing on their site(s). The outreach shall include provision of information on the City's development process, fees, and timelines associated with such applications. Initial outreach shall be conducted within two years of adoption and shall be ongoing throughout the housing cycle.	2023 – 2031 (Ongoing)	Staff will conduct initial outreach to property owners listed in the Sites Inventory in 2024-2025. Staff continues to engage with property owners who have projects in the pipeline or anticipate submitting projects in 2024.

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Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H5.1.1: Adjust the city's Below Market Rate (inclusionary) program	a) Perform a feasibility analysis to redesign the program to allow a menu of options, including targeting of units for ELI households. b) Ensure analysis includes review of housing for households with disproportionate housing needs, along with income levels.	a) Fall 2023 b) Spring 2024	a) The City has joined with a County-wide effort to conduct a nexus study on inclusionary programs to adjust affordability requirements. The City anticipates presenting policy options and recommendations for updating the inclusionary ordinance to City Council in 2024. b) The nexus study process continues to be underway, with analysis for disproportionate housing needs with income levels.
H5.1.2: Participate in a regional down payment assistance program	a) Affirmatively market down payment assistance to 1,000 households with disproportionate housing needs, including persons with disabilities, single parents and Hispanic households; b) Provide down payment assistance to 30 total households; c) Provide homebuyer education to 200 households. d) Assist households in proportion to the demographic profile of the City In addition, the City will work with other jurisdictions to conduct outreach and education. Ensure that programs target/affirmatively market to households in impacted neighborhoods, including North Central and North Shoreview, among others.	Ongoing by 2031	a) The City has joined with a County-wide effort with the San Mateo County Housing Endowment and Regional Trust to provide downpayment assistance for first-time homebuyers. The City will continue to advertise the program to prospective applicants with affirmative marketing strategies. b) The County-wide effort continues to be underway and San Mateo will continue to support the County to meet its goal of providing assistance to 30 total households. c) The County-wide effort continues to be underway and San Mateo will continue to support the county to meet its goal of providing education to 200 total households. d) The County-wide effort continues to be underway and San Mateo will continue to work towards its goal to affirmatively market the program to impacted neighborhoods.
H5.1.3: Explore the potential to implement a loan program for ADU construction if a City-funded ADU loan program is determined to be infeasible.	Explore the potential for a city ADU loan program. Work with 21 Elements collaborative to design a regional loan forgiveness program. Ensure that programs target/affirmatively market to households in impacted neighborhoods, including North Central and North Shoreview, among others. To enhance mobility in high resource/areas of affluence, additionally target to areas outside lower resource areas. Target those with disproportionate housing needs, with a goal to reach 5 households annually. Provide support to 21 Elements in the development of a countywide ADU forgivable loan program. Promote the use of Housing Choice Vouchers (HCVs) for ADUs to allow lower income households the opportunity to live in lower density neighborhoods. The goal is to reach 20% of households with HCVs annually. Provide targeted outreach to ELI households.	2024 - 2026	The City has joined with a County-wide effort to establish an ADU center to support additional ADU construction and support the county-wide effort to create a forgivable loan program and a program for housing choice voucher holders to move to areas of high opportunity, such as through an ADU program.
H5.2.1: Add more city supported housing with affordability restrictions in moderate and high/highest resource areas and areas of affluence.	Require developers to affirmatively market approximately 1,000 units to those with disproportionate housing needs over the eight-year period (approximately 125 annually) by preparing and submitting an affirmative marketing plan to the City for review. The affirmative marketing plan shall include items, such as advertising (print, social media) and targeting community organizations that serve households with disproportionate housing needs. Ensure that programs target/affirmatively market to households with disproportionate housing needs. Of the 1,000 affordable units, approximately 15% will benefit special needs and/or ELI households. Continue to update the housing inventory and provide on the City's website so that developers can target housing in moderate and high opportunity areas, as well as areas of affluence.	2023 - 2031 (Annually)	In Winter 2023, affirmative marketing began for the Kiku Crossing affordable housing project as focused outreach was used for units aimed at special needs populations through County and local nonprofit organizations. Kiku Crossing is located in a Highest Resource area defined by the 2024 TCAC Opportunity maps.
H5.2.2: Incentivize developers through direct subsidies, fee waivers, and/or density bonuses, to increase accessibility requirements beyond the federal requirement	a) Update development agreements for projects with City subsidies to include additional accessible units. b) Update the City's Inclusionary Housing Policy to require projects that receive City subsidies to increase the percentage of units that meet accessibility requirements. c) The City will proactively outreach to developers throughout the planning period every two years, beginning in 2024.	a) 2023 - 2031 (Ongoing) b) 2026 c) 2024 - 2031 (Bi-annually)	a) The Kiku Crossing affordable housing project, which is set to open in March 2024, contains 22 units for formerly homeless households and 8 units for individuals with intellectual and developmental disabilities. b) The City anticipates presenting policy options and recommendations for updating the inclusionary ordinance to City Council in 2024. c) The City will continue to proactively outreach to developers to increase accessibility for upcoming projects, such as Bespoke.
H5.2.3: Prioritize city funding proposals for city funded affordable housing that are committed to serving hard to serve residents	Conduct a best practices review and develop a program to prioritize City funding for housing projects.	2028	In 2023, the City prioritized Permanent Local Housing Allocation funding for the St James Supportive Housing project which will prove all of its units to ELI households to transition-aged former foster youth. Staff will conduct a review of best practices for funding prioritization and develop a program for City Council adoption by 2028.
H5.2.4: Develop a housing mobility program that provides support to tenants seeking to move to high opportunity areas	There will be a 20% increase in the number of voucher holders, including ELI households, moving to areas of high opportunity.	2023 - 2031 (Ongoing)	Staff will collaborate with the County to develop a housing mobility program to explore options for housing choice voucher holders to move to areas of high opportunity, such as through an ADU program.
H5.3.1: Conduct an area plan for the North Shoreview and North Central neighborhoods	Prepare an area plan for North Shoreview and North Central neighborhoods.	2029	Staff will continue to complete this plan through the larger General Plan Update. The development of North Shoreview and North Central area plans are expected to be completed in 2029 in accordance with the Complete Streets Plan of the Public Works Department.
H5.3.2: Continue to fund minor home repairs, infrastructure improvements and public services	Complete annual goals of 10 minor home repairs and 14 accessibility modifications through grants for low-income residents. Provide home rehabilitation loans for low-income homeowners and landlords making accessibility modifications. Fund service providers that target households with disproportionate housing needs, including services for seniors, ELI households, youth, and fair housing. Affirmatively market to Hispanic and single female heads of household biannually; ensure that programs target/affirmatively market to households in impacted neighborhoods, including North Central and North Shoreview, among others. Bi-annually apply for funding through the CIP or other actions to address infrastructure needs.	2023 - 2031 (Annually)	In 2023: 10 minor home repairs projects were completed and 2 home rehabilitation projects are actively ongoing.

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H5.3.3: Monitor affordable housing projects that are at risk of conversion to market rate.	Bridgepointe Condominiums affordability requirements for 59 affordable units expire in 2027, out of which 24 are very low-income units (35 are at 120% AMI). Belmont Building affordability requirements for 6 units expire in 2032. The rental property is owned by a for-profit entity, potential for loss of units is high. Proactively coordinate with owners to preserve the 24 very low-income units as affordable, including identifying potential funding sources, advertise conversion units to non-profits, provide conduct tenant outreach and education, add a displacement preference for new affordable housing for people displaced, including those displaced as a result of conversion. Provide noticing to tenants and affected public entities in accordance with Gov. Code, § 65863.10, 65863.11, and 65863.13 Outreach and negotiate with owners for affordability extensions beginning at least two years prior to the affordability expiration date.	a) 2027 (Bridgepointe Condominiums) b) 2032 (Belmont Building)	a) The Bridgepointe Condominiums were identified as a priority to address. Their affordability requirements for 24 low-income units will expire in 2027. Options such as using funding sources to purchase or advertising conversion units to non-profits are being explored. b) Belmont Building affordability requirements for 6 low-income units expire in 2032. Staff will proactively reach out to owners to extend affordability and mitigate displacement.
H5.4.1: Establish tenant protections in local ordinance to extend measures of AB1482	a) Extend AB1482 provisions to require tenant relocation payments for No Fault evictions for those with tenure less than one year. b) Make recommendations to the City Council for establishing tenant protection policies that include the requirement of documentation from landlords who use the substantial remodel exemption to evict tenants and a Right to Return policy for tenants displaced from homes due to demolition or substantial remodels. c) Amend the Code to strengthen enforcement penalty structure to aid in protecting tenants from unsafe or substandard units.	a) 2024 b) 2026 c) 2024	a) Staff are researching code best practices and will propose amendments for tenant relocation protections in Fall 2024 or early 2025. b) Staff will make recommendations to establish tenant protection policies who use substantial remodel exemptions to evict tenants and a Right to Return policy in 2026. c) Staff are researching code best practices and will propose amendments to strengthen enforcement penalties in unsafe or substandard units in late 2024/ early 2025.
H5.4.2: Partner with Project Sentinel to perform fair housing training for landlords and tenants	Provide annual funding to Project Sentinel to provide training every two years in the Spring, targeting 200 landlords each training. Awareness will be increased through outreach to landlords.	2023 - 2031 (Annually)	In 2023: Project Sentinel served 145 individuals in San Mateo through outreach efforts.
H5.4.3: Create a webpage specific to fair housing	Provide information on the City's website about housing discrimination, laws, and protections. Fair Housing resources will also be advertised on the City's eNewsletter, social media channels and various email listservs. Update the webpage every two years, along with other transparency updates.	2024 - 2031 (Bi-annually)	The City maintains a Fair Housing webpage at <a href="https://www.cityofsanmateo.org/3764/Fair-Housing-Assessment">https://www.cityofsanmateo.org/3764/Fair-Housing-Assessment</a> and will continue to update it with new resources for residences experiencing discrimination while evaluating it for accessibility to resolve any gaps.
H5.4.4: All multi-family residential developments contain signage in both English and Spanish to explain the right to request reasonable accommodations for persons with disabilities.	Initially, create ongoing condition of approval to ensure both BMR and all-affordable developments contain this information. Explore options for recording against the property and/or including in the affordable housing agreement.	2024 - 2026	The City continues to monitor multi-family developments to ensure appropriate signage for fair housing is displayed in common areas and information is provided in English and Spanish. The City has joined a County-wide BMR workgroup in to review best practices for BMR management in 2024.
H5.4.5: Ensure that future improvements in disadvantaged communities will not produce a net loss of affordable housing or the displacement of residents	In conjunction with Policies 5.3.1, and 5.3.2, when improvements are planned to be made to disadvantaged communities, conduct a review of existing housing units that may be impacted by such improvements. Consistent with H2.6, ensure units that may be lost are replaced.	2027	Staff will continue to complete this policy through the larger General Plan Update and implementation of state laws that requires no-net loss of units. The development of a no-net-loss affordable housing policy is expected to be completed in 2027.
General Comments			



Jurisdiction	San Mateo	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD at <a href="mailto:apr@hcd.ca.gov">apr@hcd.ca.gov</a> and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 <sup>+</sup> . For detailed reporting requirements, see the checklist here:  <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									





JurisdictionSan Mateo

Reporting Period2023(Jan. 1 - Dec. 31)

Planning Period6th Cycle01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name <sup>+</sup>	Local Jurisdiction Tracking ID <sup>+</sup>	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						



<b>Jurisdiction</b>	San Mateo	<b>NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns</b>	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
<b>Reporting Period</b>	2023 (Jan. 1 - Dec. 31)		

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

For San Mateo County jurisdictions, please format the APN's as follows:999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
034-191-110	308 5th Avenue	Vacant	0	Surplus Land	0.35	Existing City parking lot
034-179-050	E 4th Avenue/S Railroad Avenue	Vacant	0	Surplus Land	0.25	Existing City parking lot - received proposal for a 100% affordable housing project (60 units - Bespoke)
034-179-060	E 4th Avenue/S Railroad Avenue	Vacant	0	Surplus Land	0.13	Existing City parking lot - received proposal for a 100% affordable housing project (60 units - Bespoke)

**NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY.** This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

## Housing Element Implementation

Cells in grey contain auto-calculation formulas

**Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915**

[illegible]

Jurisdiction	San Mateo	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K  
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	San Mateo
Reporting Year	2023 (Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Local Early Action Planning (LEAP) Reporting**  
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$500,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.
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Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Housing Element (Plan Update)	\$150,000.00	\$127,053.79	In Progress	Local General Fund	The Housing Element 6th Cycle was adopted by City Council in 2023 and updated following comments received from HCD and the community.
Automated/Mechanical Parking Study and Code Amendment	\$30,000.00	\$0.00	Other (Please Specify in Notes)	Local General Fund	City Council adopted interim parking standards in 2022. The City does not plan to utilize the LEAP grant for this effort and will provide an updated application withdrawing this project.
Density Bonus, Community Benefits, and Minimum Residential Requirements in Mixed Uses	\$200,000.00	\$1,753.41	In Progress	Local General Fund	In 2023, the City initiated research with a consultant to evaluate existing Density Bonus/Community Benefits program, inclusionary family housing (two- and three-bedroom affordable housing units), and minimum residential requirements in mixed-use projects. The City anticipates presenting policy options and recommendations to City Council in 2024.
SB 9 Code Amendment	\$62,000.00	\$29,512.29	In Progress	Local General Fund	In 2022, the City adopted a local Two-Unit Development Overlay District Ordinance (SMMC 27.21) to implement the provisions of SB 9. One application was received in 2023 and is currently under review. The City plans to provide a three-year update on the ordinance in 2025.
SB 10 Code Amendment	\$58,000.00	\$0.00	In Progress	Local General Fund	No work in 2023. In 2024, the City began researching SB 10 and will present an introduction of the bill to City Council for feedback and direction.
Downtown Parking Study and Code Amendment	\$0.00	\$0.00	Other (Please Specify in Notes)	None	Project withdrawn

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted		0
	Non-Deed Restricted		1
Low	Deed Restricted		0
	Non-Deed Restricted		0
Moderate	Deed Restricted		0
	Non-Deed Restricted		3
Above Moderate	Non-Deed Restricted		1
Total Units			5

Building Permits Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted		0
	Non-Deed Restricted		25
Low	Deed Restricted		0
	Non-Deed Restricted		24
Moderate	Deed Restricted		0
	Non-Deed Restricted		25
Above Moderate	Non-Deed Restricted		24
Total Units			98

Certificate of Occupancy Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted		3
	Non-Deed Restricted		20
Low	Deed Restricted		5
	Non-Deed Restricted		19
Moderate	Deed Restricted		0
	Non-Deed Restricted		19
Above Moderate	Non-Deed Restricted		56
Total Units			122

**CITY OF SAN MATEO**  
**HOUSING SUCCESSOR ANNUAL REPORT**  
**LOW- AND MODERATE-INCOME HOUSING ASSET FUND 255**  
**FISCAL YEAR 2022-2023**

This Housing Successor Annual Report (Report) for the Fund 255 Low- and Moderate-Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f). The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the City of San Mateo acting as the Housing Successor of the former Redevelopment Agency of the City of San Mateo under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (the Dissolution Law) for the fiscal year July 1, 2022 to June 30, 2023.

An independent financial audit of the Low- and Moderate-Income Housing Asset Fund for Fiscal Year 2022-23 was prepared by The Pun Group as part of the annual audit for the City of San Mateo. The financial audit was submitted and approved by the City Council at its December 5, 2022 meeting and is separate from this annual summary report. The following Report conforms with Sections 1 through 11, of Section 34176.1(f) of the Dissolution Law:

- 1) **Amount Deposited into LMIHAF:** Total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited. Also, loan repayments received to meet former obligations to the Supplemental Educational Revenue Augmentation Fund (SERAF) are listed separately.

Amount Deposited in LMIHAF	
Interest Earnings	-\$56,095
Misc Revenue	-\$12,904
Loan Repayment Principal	\$65,488
Loan Repayment Interest	\$342,704
Sub total Revenues	\$339,193
Deposits Received for the Payment of ROPS Enforceable Obligations	N/A
SERAF Repayments	N/A
Total LMIHAF Deposits 7/1/22 to 6/30/23	\$339,193

- 2) **Ending Balance of LMIHAF:** Statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.

Fund Balance	
Fund Balance 6/30/23	\$2,482,334
Funds Reserved for ROPS Obligations	N/A
Funds Reserved for Executed Housing Commitments*	\$2,560,924
Unrestricted Fund Balance 6/30/23	-\$78,590*

*\*Existing executed housing commitments include the Kiku Crossing project. Although the unrestricted fund balance is currently negative, it is anticipated that the Kiku Crossing project will not utilize all the funds reserved. The project will also repay all remaining funds to the City.*

- 3) **Statutory Value of Assets Owned by Housing Successor:** The statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts. Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the former redevelopment agency prior to 2/1/2012 as listed on the housing asset transfer schedule approved by the Department of Finance (DOF) and the purchase price of properties purchased by the Housing Successor after 2/1/2012.

Assets	
Value of Real Property	87,120
Value of Loans and Grants Receivable	26,168,141
Statutory Value of Housing Assets	26,255,261

- 4) **Description of Expenditures from LMIHAF:** Description of the expenditures made from the LMIHAF during the Fiscal Year by category. Also describe any loan repayments of former RDA to City in accordance with Section 34191.4 (b)(3)(A)

Expenditures	
Monitoring/Preserving Existing Affordable Housing /Administration*	\$96,189
Homeless Prevention/Rapid Rehousing	N/A
Affordable Housing Development	\$2,850,000
Total LMIHAF Expenditures 7/1/2022 to 6/30/2023	\$2,946,189
Cap on Administration Expenditures (2% of Statutory Value of Assets or \$223,400 whichever is greater)*	\$525,105

*\*Administrative expenses are well below the cap of \$525,105.*

- 5) **Description of Transfers:** Description of transfers, if any, to another housing successor agency made in previous fiscal year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF will be used.

*The Housing Successor did not make any LMIHAF transfers to other housing successor(s) under Section 34176.1(c)(2) during the Fiscal Year.*

- 6) **Project Descriptions:** Description of any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

*The Housing Successor has no further ROPS obligations or funds held.*

- 7) **Description of Outstanding Obligations under Section 33413:** Describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution

of the former redevelopment agency as of February 1, 2012, along with the Housing Successor's progress in meeting those prior obligations, if any, of the former redevelopment agency and how the Housing Successor plans to meet unmet obligations, if any.

*There are no unmet inclusionary or replacement housing obligations from the former redevelopment agency.*

- 8) **Properties Acquired:** The following provides a status update on the project(s) for properties that have been acquired by the Housing Successor using LMIHAF on or after February 1, 2012:

*No properties have been acquired by the Housing Successor after February 1, 2012.*

- 9) **Income Targeting:** Description of LMIHAF expenditures by income restriction for a five-year period, with the time period beginning January 1, 2014. Cumulative thresholds must be met every five years starting in 2019.

Development of housing funded by the LMIHAF must be affordable to and occupied by households earning 80% or less of the Area Median Income (AMI) per 34176.1 (a)(3).

- A minimum of 30% of the funds must be expended on the housing development for households earning 30% or less of AMI.
- A maximum of 20% of the funds may be expended on housing development for households earning between 60-80% of AMI.

Five Year Income Targeting for LMIHAF Expenditures				
Five Year Period	30% AMI	31-60% AMI	61-80% AMI	Total
7/1/19 to 6/30/20	0	0	0	0
7/1/20 to 6/30/21	0	0	0	0
7/1/21 to 6/30/22	35	0	0	35
7/1/22 to 6/30/23	0	0	0	0
7/1/23 to 6/30/24				
Total	35	0	0	35
% of Total				100%
Minimum Required %	30%			
Maximum Allowed %			20%	

- **Senior Housing:** Percentage of deed-restricted senior rental housing units assisted individually or jointly by the Housing Successor, its former Redevelopment Agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of all deed-restricted rental housing assisted within the same time period cannot exceed 50%.

Senior Housing Assisted by City of San Mateo RDA or LMIHAF	
No of Senior Rental Units Assisted July 2011 to June 2023	0
No of Total Rental Units Assisted July 2011 to June 2023	237
Senior Housing Percentage	0%

- **Excess Surplus:** This section provides the amount of excess surplus in the LMIHAF, if any, the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

Excess Surplus is defined in Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four fiscal years, whichever is greater.

Excess Surplus	
LMIHAF Deposits 7/1/2018- 6/30/2019	554,309
LMIHAF Deposits 7/1/2019- 6/30/2020	527,741
LMIHAF Deposits 7/1/2020 - 6/30/2021	545,103
LMIHAF Deposits 7/1/2021 – 6/30/2022	346,455
LMIHAF Deposits 7/1/2022 – 6/30/2023	339,193
Total Deposits	2,312,802
Greater of \$1,000,000 or previous four Fiscal Years Deposits	2,312,802
Available Unencumbered Balance 6/30/23	-\$78,590
Excess Surplus	0

*As of 6/30/23 there is no Excess Surplus.*

- **Inventory of Homeownership Units:** Number of ownership units assisted with LMIHAF with covenants, the number of those lost to portfolio and the reason, and the amount of funds returned to fund as a result. Identify if an outside agency is contracted to manage ownership portfolio.

Ownership Units	
Number of Units	74
Number of Units Lost to Portfolio	2
Reason: Affordability restriction expired, units were sold to open market	
Funds returned to LMIHAF	0

*Housing Successor did not contract out management of ownership units to outside entity.*





# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 10

Section Name: CONSENT CALENDAR

Account Number: 72-467:

File ID: 24-8479

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** March 18, 2024

**SUBJECT:**

Wastewater Treatment Plant Immediate Action Project, Package II – Appropriation and Amendment

**RECOMMENDATION:**

Adopt a Resolution to authorize an appropriation of funds in the amount of \$349,000 from the Sewer Fund Reserves for the Wastewater Treatment Plant Immediate Action Projects, Package II Project, revising the total project budget to an amount of \$14,695,372; approve Amendment No. 13 to the agreement with Stantec Consulting Services, Inc. to provide professional design and engineering services during construction for the Project, increasing the contract value by \$399,000, for a revised total agreement amount not-to-exceed \$2,126,403.46, and extend the term of the agreement through September 30, 2024; and authorize the Public Works Director to execute Amendment No. 13 in substantially the form presented and approve future amendments within the approved amount.

**BACKGROUND:**

The Clean Water Program (CWP) includes significant infrastructure upgrades at the Wastewater Treatment Plant (WWTP). The WWTP Immediate Action Projects, Package II Project (Project) includes scope to improve the aging solids handling systems at the WWTP, including improvements to the sludge cake pumping system, installation of a sludge cake storage hopper, installation of a new centrifuge, improvements to the anaerobic digester piping, and refurbishments to the chlorine contact tank piping.

In August 2017, the City executed a professional design services agreement with Stantec Consulting Services, Inc. (Stantec) for the Project. Several amendments to Stantec's agreement have since been executed for Stantec to provide design services, engineering services during construction (ESDC), and to extend the term of the Agreement; a summary of the Amendments are shown in the Budget Impact section of this agenda report.

On August 21, 2023, City Council authorized an appropriation of \$1,250,000 from the Sewer Fund Reserves to the Project budget, increasing the total budget to \$14,346,372. Of that previously appropriated \$1,250,000 amount, \$50,000 was earmarked for potential future additional ESDC from Stantec through March 30, 2024.

The Project continues to experience multiple challenges related to installation of a new sludge cake storage hopper and two new sludge cake pumps, leading to additional construction delays resulting in an extended timeframe during which Stantec's ESDC are necessary. Stantec is required to provide additional engineering services for sludge cake piping pipe supports and a new polymer ring system for the sludge cake pumps. The level of effort associated with Stantec's ESDC effort is \$399,000. Since the Project budget still has \$50,000 earmarked for ESDC services from the previous August 2023 appropriation, the remaining balance of \$349,000 is requested to be appropriated from the Sewer Fund Reserves to the Project (46t009) account for continued ESDC support from Stantec to address the on-going challenges. This appropriation will increase the Project budget to \$14,695,372.

Proposed Amendment No. 13 to Stantec’s agreement includes scope to provide additional ESDC services, extends the Agreement term through September 30, 2024 (which is currently the anticipated timeframe to bring the project to conclusion), and increases the agreement amount by \$399,000 for an updated not-to-exceed amount of \$2,126,403.46. Staff reviewed and negotiated the proposal and believes it to be reasonable for the scope of work and expertise required.

This appropriation does not include additional construction, engineering, and management costs and services that may be required at a future date.

#### **BUDGET IMPACT:**

There are sufficient funds available in the Sewer Fund Reserves for the \$349,000 appropriation to the WWTP Immediate Action Project, Package II Project (46t009). The appropriation will provide budget needed to fund the proposed Amendment No. 13. A summary of Stantec’s Agreement and executed Amendments are displayed below.

<b>Agreement/Amendment</b>	<b>Amount (\$)</b>	<b>Note</b>
Original Agreement	\$876,000.00	Original Design Contract
Amendment 1	\$517,930.00	ESDC Services
Amendment 2	\$79,800.00	Additional ESDC and Term Extension through December 31, 2021
Amendment 3	\$0.00	Agreement Term Extension through March 31, 2022
Amendment 4	\$0.00	Agreement Term Extension through April 30, 2022
Amendment 5	\$88,673.46	Additional ESDC and Term Extension through September 15, 2022
Amendment 6	\$30,000.00	Additional ESDC and Term Extension through December 31, 2022
Amendment 7	\$0.00	Term Extension through January 31, 2023
Amendment 8	\$60,000.00	Additional ESDC and Term Extension through April 30, 2023
Amendment 9	\$0.00	Term Extension through June 30, 2023
Amendment 10	\$75,000.00	Additional ESDC and Term Extension through December 31, 2023
Amendment 11	\$0.00	Term Extension through February 28, 2024
Amendment 12	\$0.00	Term Extension through March 31, 2024
<b>TOTAL</b>	<b>\$1,727,403.46</b>	<b>Current Agreement Total</b>
Amendment 13	\$399,000.00	Additional ESDC and Term Extension through September 30, 2024
<b>TOTAL</b>	<b>\$2,126,403.46</b>	<b>Revised Agreement Total</b>

#### **ENVIRONMENTAL DETERMINATION:**

The work addressed by this administrative report is being undertaken to support the Clean Water Program. This project is subject to the requirements of the California Environmental Quality Act (CEQA), the general components of which are included as part of the Final Programmatic Environmental Impact Report (Final PEIR) (SCH No. 201532006) that was prepared for the Clean Water Program. The Final PEIR was certified by City Council on June 6, 2016.

#### **NOTICE PROVIDED**

All meeting noticing requirements were met.

#### **ATTACHMENTS**

Att 1 – Proposed Resolution

Att 2 – Amendment No. 13

**STAFF CONTACT**

Deryk Daquigan, Acting Public Works Deputy Director

[ddaquigan@cityofsanmateo.org](mailto:ddaquigan@cityofsanmateo.org)

(650) 522-7287

Matt Fabry, Public Works Director

[mfabry@cityofsanmateo.org](mailto:mfabry@cityofsanmateo.org)

(650) 522-7309

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ 2024**

**APPROPRIATING \$349,000 FROM SEWER FUND RESERVES TO THE WASTEWATER TREATMENT PLANT  
IMMEDIATE ACTION PROJECT, PACKAGE II PROJECT BUDGET**

WHEREAS, the Clean Water Program (CWP) includes significant infrastructure upgrades at the Wastewater Treatment Plant (WWTP); and

WHEREAS, the WWTP Immediate Action Projects, Package II Project (Project) includes scope to improve the aging solids handling systems at the WWTP, including improvements to the sludge cake pumping system, installation of a sludge cake storage hopper, installation of a new centrifuge, improvements to the anaerobic digester piping, and refurbishments to the chlorine contact tank piping; and

WHEREAS, the Project budget accounts for construction costs and contingency reserves associated with the construction contract, and also for engineering services, project management, and construction management services; and

WHEREAS, the current available budget for the Project is \$14,346,372; and

WHEREAS, \$50,000 of the available budget was earmarked for potential future additional engineering services during construction from Stantec Consulting Services, Inc. (Stantec), the engineer of record; and

WHEREAS, the Project continues to experience multiple challenges related to installation of a new sludge cake storage hopper and two new sludge cake pumps, leading to additional construction delays resulting in an extended timeframe during which Stantec's engineering services during construction are necessary; and

WHEREAS, the level of effort associated with Stantec's required services is \$399,000; and

WHEREAS, to address the budget deficit required to fund Stantec's services, an appropriation of \$349,000 from the Sewer Fund Reserves to the Project account (46t009) is required, revising the total project budget to a value of \$14,695,372; and

WHEREAS, this appropriation does not include additional construction, engineering, and management costs and services that may be required at a future date.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The work addressed by this administrative report is being undertaken to support the Clean Water Program. This project is subject to the requirements of the California Environmental Quality Act (CEQA), the general components of which are included as part of the Final Programmatic Environmental Impact Report (Final PEIR) (SCH No. 201532006) that was prepared for the Clean Water Program. The Final PEIR was certified by City Council on June 6, 2016.

2. An appropriation of \$349,000 from Sewer Fund Reserves to the WWTP Immediate Action Project, Package II Project account (46t009), revising the total project budget to a value of \$14,695,372, is authorized.

**AMENDMENT NO. 13 TO THE AGREEMENT  
BETWEEN THE CITY OF SAN MATEO AND  
Stantec Consulting Services, Inc. FOR  
Immediate Action Projects Package II  
(\$876,000 [Original Amount], \$517,930 [Amendment 1], \$79,800 [Amendment 2],  
\$0 [Amendment 3], \$0 [Amendment 4], \$88,673.46 [Amendment 5],  
\$30,000 [Amendment 6], \$0 [Amendment 7], \$60,000 [Amendment 8],  
\$0 [Amendment 9], \$75,000 [Amendment 10], \$0 [Amendment 11],  
\$0 [Amendment 12], \$399,000 [Amendment 13])**

WHEREAS, the City of San Mateo (“City”), a municipal corporation of the State of California, and Stantec Consulting Services, Inc. (“CONSULTANT”), entered into an Agreement for Professional Consulting Services (“Agreement”) on August 29, 2017; and

WHEREAS, the Agreement includes CONSULTANT’s design services for a sludge cake hopper and cake pumping system to be located at the CITY’s wastewater treatment plant; and

WHEREAS, challenges related to the design and/or construction have resulted in a non-functional sludge cake hopper and cake pumping system; and

WHEREAS, CITY and CONSULTANT are assessing potential solutions to address these challenges; and

WHEREAS, CITY and CONSULTANT agree that CONSULTANT’s services are still required for the Project; and

WHEREAS, the CITY and CONSULTANT desire to further amend the Agreement by extending the term through September 30, 2024 and adding \$399,000 in funding for CONSULTANT’s design engineering services during construction required to complete the construction of the Project that are unrelated to any alleged errors or deficiencies on behalf of either party; and

WHEREAS, this Amendment is not an admission of responsibility or any waiver of claims by the CITY or the CONSULTANT, including but not limited to CONSULTANT’s claims for compensation for Task 6 Construction Phase Services related to the sludge cake hopper and cake pumping system, which CITY contends are not reimbursable because the services were required to correct alleged error or deficiencies of CONSULTANT.

NOW, THEREFORE, the parties agree as follows:

1. Section 1, Scope of Services of the Agreement is amended to include Exhibit A13, attached and incorporated by reference.
2. Section 7, “Term, Progress and Completion,” of the Agreement, first paragraph, is amended to read:

“The services to be performed under this Agreement shall commence and be completed no later than September 30, 2024.”

3. Section 8, “Payment,” of the Agreement is amended to increase the payment amount by \$399,000 as outlined in Exhibit C13, attached and incorporated by reference, and the first paragraph is amended to read:

“Payment shall be made by the CITY only for services rendered and upon submission of a payment request upon completion and CITY approval of the work performed. In consideration for the full performances of the services and any reimbursable expenses set forth in this Agreement, CITY agrees to pay CONSULTANT a fee based on verified time and materials not to exceed \$2,126,403.46. Requests for payments shall be itemized and correspond to the various items of work described in the Scope of Project, inclusive of the current Scope of Services as provided therein, and shall be based on the rate and cost schedule previously established.”

4. The remaining terms of the Agreement remain in full force and effect.

CITY OF SAN MATEO

CONSULTANT  
Stantec Consulting Services, Inc.

\_\_\_\_\_  
Matt Fabry, PE  
Public Works Director

\_\_\_\_\_  
Kari D. Shively, PE  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Linh P. Nguyen, Assistant City Attorney

Revised February 14, 2024

EXHIBIT A13

SCOPE OF SERVICES

Amendment 13: Design and Engineering Services During Construction

IMMEDIATE ACTION PROJECTS PACKAGE II

WASTEWATER TREATMENT PLANT

Job No. 46T009



## SCOPE OF SERVICES

Consultant will provide Engineering Services During Construction (ESDC) to close out the IAP2 construction. Tasks are assumed from February through September 2024. These tasks are presented as the kind of task that may occur at the Owner's request. As long as the effort is within the budget tasks will be completed. Additional effort will only be provided as authorized through a contract modification.

### Task 1: Project Management

General Services include tasks that will be performed by the Consultant throughout the project.

These services include:

#### **Task 1.1: General Management**

The Consultant will be responsible for detailed management of the project, including the Subconsultants, and will keep the Owner apprised of the status of the project. . General project management activities involving 1) communications with Construction Manager, Subconsultant, and Owner staff, and 2) invoicing and status reports and 2) coordination of site visits with the Owner and Contractor to complete the construction phase activities.

#### **Task 1.2: Project Invoices and Progress Reports**

The Consultant will prepare and submit monthly invoices. The invoices will document the man-hours and billing rates for staff, as well as any direct costs. The current and previous billing period invoicing, as well as a summary of the budget spent, budget remaining, and cost to complete will be included. The monthly progress report will be submitted with the project invoice as part of the monthly request for payment.

#### **Task 1.3: Management of Subconsultants**

The Consultant will manage the activities of the Subconsultants during performance of the project. Subconsultants will be required to participate in the same type of internal (to their firm) management as the Prime Agreement.

#### **Task 1.4: Quality Control Review**

At each deliverable, Consultant will conduct a Quality Control review prior to submission of a Design Change Notice (DCN) by an independent technical reviewer not directly associated with the project.

#### *Task 1 Deliverables:*

- Monthly Progress Reports and Invoices

#### **Task 1 Assumptions:**

- The Project Management tasks will be through September 2024.
- Record drawings will be complete by September 2024.

## TASK 6: CONSTRUCTION PHASE SERVICES

Engineering Services During Construction (ESDC) will be provided for the remaining tasks associated with closure of the construction contract.

### **Task 6.1: Attend Progress Meetings via Teleconference**

During the construction phase, up to two Consultant/Subconsultant representatives will call into four meetings to review technical issues with the team and update progress. These meetings are assumed to be up to 1 hour in duration and occur every two weeks over a span of 7 months.

### **Task 6.2: Review Shop Drawing Submittal**

Consultant will review shop drawing submittals (including re-submittals). The term submittal used herein includes technical submittals, shop drawings, samples, operations and maintenance manuals, and product data required to be submitted by the Contractor. Consultant will receive, log, process and review each shop drawing submittal.

Consultant shall promptly review submittals and provide written comments and recommended submittal review disposition within an average of fifteen (15) working days of receipt of a submittal. Review will be for substantial conformity with the intent of the Contract drawings and specifications. In addition, we will provide quality control for each review. Following review, we will return one marked up submittal and a shop drawing review letter with our comments via email.

It shall not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor.

#### *Task 6.2: Deliverables:*

- Submittal (all types) Reviews
- Up to 10 submittals, each requiring on average 5 hours, including resubmittals, will be reviewed by Subconsultant.
- Submittal review does not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor.

### **Task 6.3: Respond to Request for Information**

Consultant will review Contractor Requests for Information (RFIs) for the IAP2 project. Each Contractor RFI will be logged, processed, and routed to the appropriate individual(s) to respond to the question.

Subconsultant shall provide responses to the Contractor's Requests for Information (RFIs). RFIs shall be furnished to Subconsultant by Stantec or directly from the City, and written responses shall be provided to Stantec for dissemination to the City within an average of seven

(7) working days of receipt of an RFI. It is assumed that up to 15 RFIs, each requiring on average 4 hours, will be reviewed by Subconsultant.

In addition to Contractor RFIs, it is assumed that the Construction Manager will have requests for information that go beyond what is expected from administering the construction contract. To

account for these requests, Subconsultant assumes that up to 10 RFIs, each requiring on average 2 hours, will be reviewed by Subconsultant.

#### *Task 6.3 Deliverables:*

- 10 RFI responses regarding the polymer injection ring

#### **Task 6.4: Conduct Field Visits**

##### **Task 6.4.1: Polymer Injection DCN**

Subconsultant will conduct one site visit to verify field conditions, obtain as-built dimensions, and verify electrical power supply location. It is assumed that the visit is a collaborative meeting to discuss the location of primary polymer system equipment and will include participants from the Owner, Construction Manager, and Contractor to expedite decision making. The objective of this first site visit is to make decisions on the locations of principal pieces of equipment to be used for the polymer system design. Existing peak demand data (30 days metered with peak demand in kW) for the identified electrical power source shall be provided by the Owner. Subconsultant assumes site visit will involve 2 individuals for an average duration of 4 hours, excluding travel.

##### **Task 6.4.2: Construction Observation**

Subconsultant shall make up to two visits during construction with 2 individuals for an average duration of 4 hours, excluding travel, to review the progress. The visits shall observe the general quality of the work at the time of the visit. For each site visit, Subconsultant shall prepare a site observation report documenting the areas observed and comments regarding general conformance with the design requirements.

Subconsultant shall review items of concern with the construction inspector before leaving the site.

#### *Task 6.4 Deliverables:*

- Site Observation Summary (electronic)

#### **Task 6.5: Prepare Design Change Notice (DCN)**

##### **Pipe Support DCN**

Subconsultant completed design of pipe supports for the cake pump piping to achieve the pump manufacturer's installation instructions for nozzle load criteria, as requested by the City and in accordance with the City direction. Anticipated or completed tasks are: criteria and analysis Tech Memo (TM), pipe support recommendations TM, TM revisions, coordination calls, site visit to evaluate the pipe support at Cake Pump #2, pipe support design details, design clarification, review of Myer's proposed construction cost, and review of submittals/RFIs.

##### **Polymer Ring DCN**

##### **Task 6.5.1: Pre-Design**

Subconsultant will coordinate with Netzsch to obtain requirements for pump, polymer ring, type of polymer, flowrate recommendations, and installation requirements. Subconsultant anticipates up to 4 coordination calls. Each coordination call is anticipated to last an average of 1-hour and shall be attended by up to 2 Subconsultant staff.

Subconsultant will document pre-design criteria and concepts for the polymer injection system as determined during the initial site visit and discussions with Netzsch in a Pre-Design Criteria Sheet and process flow diagram. This deliverable will show the new piping and appurtenances, equipment sizing including storage tanks, primary pipe sizes, and pumps, approximate locations of new equipment, and vendor information.

#### **Task 6.5.2: Draft Design Change Notice**

Subconsultant will incorporate the concepts presented in the Pre-Design TM and prepare a draft DCN and a related opinion of probable construction cost (OPCC). Illustrations may take the form of revised design drawings, markups of design drawings, or sketches as necessary to convey the scope of work to the Contractor with sufficient detail to implement.

Subconsultant will also prepare an Opinion of Probable Construction Costs (OPCC) at this stage. Subconsultant shall follow the principles and guidelines of the Association for the Advancement of Cost Engineering (AACE) and standard Subconsultant cost estimating procedures. The OPCC shall meet the requirements of an AACE Class 3 estimate and will be projected to the midpoint of the construction period.

#### **Task 6.5.3: Workshop**

Consultant and Subconsultant will attend one review workshop with the Owner after review of the Draft Design Change Notice. The workshop is assumed to have a 2-hour duration and be attended by up to 4 Subconsultant staff.

#### **Task 6.5.4: Final Design Change Notice Documents**

Subconsultant will incorporate responses to comments on the Draft Design Change Notice Documents and prepare the Final Design Change Notice Documents signed and sealed. Subconsultant shall update the OPCC as needed for the Project. The OPCC shall meet the requirements of an AACE Class 2 estimate and will be projected to the midpoint of the construction period.

#### **Task 6.5.5: Review Contractor Change Notice Estimate**

It is assumed that the City's construction management staff will have primary responsibility for evaluation of and responses to Contractor. Once the Contractor's estimate for the proposed work is received, Consultant shall review the estimate and provide comments.

#### ***Task 6.5 Deliverables:***

- Draft Design Change Notice Documents, and OPCC (electronic)
- Final Design Change Notice Documents, and Final OPCC (electronic)
- Comments on Contractor Estimate (electronic). Assumes up to 20 hours.

#### **Task 6.6: Support Startup and Commissioning**

Subconsultant shall participate in startup activities for the polymer injection system. This will be limited to review and comment of submitted startup procedures, in-person attendance to a 4-hour startup activity, and preparation of field notes. In-person startup is assumed to be attended by up to 2 Subconsultant staff.

#### ***Task 6.6 Deliverables:***

- Startup Field Notes for Polymer Injection (electronic)

#### **Task 6.7: Prepare Record Drawings**

Previously allocated record drawing budget has been expended through additional ESDC support for the time extensions through December 2023. Consultant will coordinate record drawing preparation at the completion of the project including providing Subconsultant with the red-line set and the desired final format of the record drawings. Consultant will prepare Record Drawings based on the Contractor's "redline" marked-up drawings, provided that such markups are provided by the Contractor within 1 month of the end of the construction period. The mark-ups are expected to contain clarifications, change order work, and other significant construction revisions. Consultant will not be responsible for verifying the validity of the red-line set provided by the Contractor.

#### **Task 6.7: Deliverables:**

- Record drawings
- Assumes record drawings will consist of 81 total drawings (assuming redlines are completed by contractor).
- Subconsultant assumes 62 drawings will be updated, each requiring on average 2 to 2.5 hours.

#### **Task 6 Assumptions:**

- Design and construction is handled as an amendment to the existing IAP-2 construction contract with Myers in lieu of a new construction contract.
- Consultant will provide support during the remaining construction time. Assumes a design duration of 2 months and a construction duration of 5 months including preparation of record drawings. It is assumed that record drawings will be completed within one month. The total remaining construction time to close the project is estimated through September 2024.
- The existing discharge piping includes an installed spacer ring to accommodate polymer ring without changes to discharge piping or supports.
- Assumes that the existing pump room at ground floor has sufficient space for polymer system equipment and components including totes and pumps.
- The I/O associated with the new Polymer system will be tied into an existing PLC enclosure that is equipped with spare I/O and infrastructure capacity to serve the needs for this project.
- Anticipated RFIs and submittals are assumed only for the polymer injection ring. Additional requests are outside of this proposal and will require a contract modification.

#### **Not Part Of Consultant's Scope**

- Programming of PLC and instrumentation is excluded.
- Construction Manager is responsible for overall construction management, will schedule meetings and will prepare and distribute meeting notes.
- Consultant has no control over Contractor and relies on Construction Manager to pre-review submittals to the Consultant for completeness. Construction Manager will coordinate distribution of submittals, RFIs, and test reports, to the appropriate design team members.

- Construction Management is performed by others. Construction Manager will compile and provide the owner a complete set of RFIs, submittals, change orders, and other construction-related correspondence at the completion of the construction project.
- O&M Manual preparation is not included.
- Relocation of existing utilities are not included.
- Pipe supports will be designed by Contractor.
- Construction surveying is not included.
- Participation in regular construction progress meetings is not included.
- Services not specifically identified in the Scope of Work are not included.

Exhibit C13



Stantec IAP2 Amendment 13

Name
Project Billing Rate (T&M)
Total Units (T&M)
Fee (T&M)

PM	PM QC	PA	Project Technical Lead	Coordinator	CAD/BIM												
Regan, Margaret	Reed, Michael	Shustova, Lana	Wong, Billy	Rodriguez, Diana	Marshall, Robert						FRD (Rate)						
\$292.20	\$277.92	\$86.41	\$342.39	\$199.78	\$185.63						\$13.29			\$1.05	\$1.05		
50.00	2.00	8.00	4.00	296.00	40.00						400.00			\$12,400.00	\$282,580.00		
\$14,610.00	\$555.84	\$691.28	\$1,369.56	\$59,134.88	\$7,425.20	400.00	\$83,786.76	\$5,316.00	\$5,316.00	\$13,020.00	\$296,709.00			\$309,729.00	\$399,000.00		

Task Name	Start Date	End Date							Hours	Labour	Units	Expense				Subs	Total
Task 1: Project Management	2024-02-01	2024-09-30							314.00	\$66,416.40		\$4,173.06				\$35,028.00	\$105,700.00
Task 1.1: General Management	2024-02-01	2024-09-30	48.00	2.00	8.00		256.00		314.00	\$66,416.40	314.00	\$4,173.06		\$20,660.00		\$21,693.00	\$92,282.46
Task 1.4: Quality Control Review	2024-02-01	2024-09-30							0.00	\$0.00		\$0.00		\$12,700.00		\$13,335.00	\$13,335.00
TASK 6: CONSTRUCTION PHASE SERVICES	2023-02-01	2024-09-30							86.00	\$17,370.36		\$1,142.94				\$274,701.00	\$293,300.00
Task 6.1: Attend Progress Meeting	2024-03-01	2024-04-30												\$4,140.00		\$4,347.00	\$4,347.00
Task 6.2: Review Shop Drawing Submittal	2024-02-01	2024-08-01												\$9,980.00		\$10,479.00	\$10,479.00
Task 6.3: Respond to Request for Information	2024-02-01	2024-06-30												\$8,160.00		\$8,568.00	\$8,568.00
Task 6.4: Conduct Field Visits	2024-03-01	2024-04-30												\$14,510.00		\$15,235.50	\$15,235.50
Task 6.5: Prepare Design Change Notice (DCN)	2024-03-01	2024-05-10												\$190,080.00		\$199,584.00	\$199,584.00
Task 6.6: Support Startup and Commissioning	2023-02-01	2023-08-30							0.00	\$0.00		\$0.00	\$8,400.00	\$6,010.00		\$15,130.50	\$15,130.50
Task 6.7: Prepare Record Drawings	2024-09-01	2024-09-30	2.00			4.00	40.00	40.00	86.00	\$17,370.36	86.00	\$1,142.94	\$4,000.00	\$16,340.00		\$21,357.00	\$39,870.30



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 11

Section Name: CONSENT CALENDAR

Account Number: 10-131:

File ID: 24-8422

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**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** City Manager's Office

**MEETING DATE:** March 18, 2024

**SUBJECT:**

Peninsula Clean Energy Solar and Storage on Public Buildings Program – Power Purchase Agreement

**RECOMMENDATION:**

Approve an agreement with Peninsula Clean Energy (PCE) for a Power Purchase Agreement (PPA) to procure, install, operate and maintain a solar photovoltaic system at the Beresford Park parking lot; approve an Interconnection Agreement with PG&E to connect to and operate the solar photovoltaic system in parallel with PG&E's electric system; and authorize the City Manager to execute the agreements in substantially the form presented and to execute any amendments necessary to implement the solar photovoltaic system.

**BACKGROUND:**

Peninsula Clean Energy (PCE) is a joint powers authority developed in 2016 to reduce greenhouse gas emissions by providing electricity from clean energy sources. PCE's Solar and Storage on Public Buildings Program assists cities in evaluating solar potential at municipal facilities. In addition, this program provides the option to enter into a Power Purchase Agreement (PPA) with PCE for the design, procurement, installation, and maintenance of solar systems at the identified facilities at no cost to public agencies. This program was developed to support PCE's organizational objectives to increase local renewable generation, help reduce customer energy costs, and help its customers achieve their sustainability goals. This program also aligns with the City Climate Action Plan's goal to reduce greenhouse gas emissions and support local renewable energy generation.

In November 2023, the City Council authorized the City Manager to enter into a Customer Participation Agreement with PCE to assess solar potential at City-owned sites. In Fall 2023, City staff evaluated PCE's draft PPA terms and provisions. Under the PPA model, the solar photovoltaic (PV) system would be installed at no cost to the City and financed through the PPA. PCE will lead the design, installation, operations and maintenance of the solar PV system, and the City would pay PCE an agreed upon price per kilowatt-hour (kWh) for power generated throughout the system's life. The PPA will be provided "at cost" by PCE to cover equipment and installation. In addition, PCE will also retain a small \$/kWh fee to cover its expenses. The contract term is 20 years, the expected lifespan of the solar system. A termination penalty payment schedule is delineated to ensure PCE recoups costs for their investment if the City chooses to terminate the PPA prior to the 20 year term.

The assessment phase evaluated five City sites in depth for consideration. Because of the 20-year term of the agreement and constraints therein, sites where there are planned major repairs or renovations which could have sitewide impacts were ultimately removed from the list. Staff identified the Beresford Park parking lot as the optimal site to move forward in the program because it affords the greatest degree of certainty that the City can maintain adherence to the terms of the agreement of the 20-year term.



Key elements of the PPA include:

- \$/kWh price for energy produced by the system
- 0% escalation over the contract term
- 20-year initial term with option for up to two additional, five-year terms or customer buyout
- PPA rate is projected to provide immediate savings in Year 1
- PCE provides operations and maintenance, which is included in the PPA price

In Fall 2023, PCE ran a competitive Request for Proposals (RFP) process and selected McMillan and Intermountain Electric (IME) to be the engineering, procurement and construction (EPC) providers for the program. PCE's program includes the solar installations in jurisdictions across San Mateo County including Daly City, Menlo Park and Redwood City. For next steps, City staff will facilitate additional site access, as needed. PCE will provide all construction administration and oversight with project construction anticipated for later 2024/early 2025.

As part of this project, the City is also required to execute an Interconnection Agreement with PG&E in order to connect the PV system to and operate in parallel with PG&E's electric grid system. A copy of the standard template Interconnection Agreement is included as Attachment Two.

Based on the above, staff recommends for Council to approve of the PPA and the Interconnection Agreement and authorize the City Manager to execute the agreements.

**BUDGET IMPACT:**

There is no fiscal impact for entering the Power Purchase Agreement with Peninsula Clean Energy. There is no upfront cost to the City for entering into the Agreement. The solar photovoltaic system is anticipated to provide utility cost savings over the life of the project beginning in Year 1.

**ENVIRONMENTAL DETERMINATION:**

This agreement is exempt from CEQA as an "existing facility", because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Power Purchase Agreement

Att 2 - PG&E Interconnection Agreement

**STAFF CONTACT**

Christina Horrisberger, Assistant City Manager

[chorrisberger@cityofsanmateo.org](mailto:chorrisberger@cityofsanmateo.org)

(650) 522-7210

## Solar Power Purchase Agreement

This Solar Power Purchase Agreement (this “**Agreement**”) is entered into by the parties listed below (each a “**Party**” and collectively the “**Parties**”) as of [date], 2024 (the “**Effective Date**”).

Purchaser:		Seller:	
Name and Address	City of San Mateo 330 W. 20 <sup>th</sup> Avenue San Mateo, CA 94403  Attention: Christina Horrisberger, Asst. City Manager	Name and Address	Peninsula Clean Energy Authority 2075 Woodside Rd. Redwood City, CA 94061 Attention: Rafael Reyes, Director of Programs
Phone	650-522-7210	Phone	(650) 260-0087
E-mail	chorrisberger@cityofsanmateo.org	E-mail	rreyes@peninsulacleanenergy.com
Premises Ownership	Purchaser owns the Premises.		
Tax Status			System Owner
Project Name	Beresford Rec Center		

This Agreement sets forth the terms and conditions of the purchase and sale of solar generated electricity from the solar panel system described in **Exhibit 2** (the “**System**”) and installed on the real property comprising Purchaser’s premises described or depicted in **Schedule A to Exhibit 2** (the “**Premises**”), including any buildings and other improvements on the Premises other than the System (the “**Improvements**”).

The System shall initially be owned by Seller. “**System Owner**” means Seller or a subsequent owner of the System in the event that Seller transfers title to the System.

The exhibits listed below are incorporated by reference and made part of this Agreement.

<b><u>Exhibit 1</u></b>	Pricing
<b><u>Exhibit 2</u></b>	System Description, Delivery Point and Premises
<b><u>Exhibit 3</u></b>	General Terms and Conditions
<b><u>Exhibit 4</u></b>	Performance Guaranty

Purchaser: City of San Mateo

Seller: Peninsula Clean Energy Authority

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Printed Name: Shawn Marshall  
Title: Chief Executive Officer  
Date: \_\_\_\_\_

## Exhibit 1

### Pricing

1. **Initial Term:** Twenty (20) years, beginning on the date that Commercial Operation is achieved (such date, the “**Commercial Operation Date**” and such term, the “**Initial Term**”). “**Commercial Operation**” means that the System is mechanically complete, commences regular, daily operation, complies with all applicable law, has undergone successful system testing, is providing electricity to the Delivery Point at the System Size specified in Exhibit 2 and has obtained all necessary Approvals (as defined in Section 5(b) of Exhibit 3), including permission to operate from the Utility and Seller.
2. **Additional Terms:** Upon mutual written agreement, the Parties may extend the Initial Term for up to two (2) additional terms of up to five (5) years each beginning on the expiration of the Initial Term or on the expiration of the first Additional Term, as applicable (each, an “**Additional Term**”).
3. **Contract Price:** \$0.271 per kilowatt-hour (“**kWh**”) AC at the Delivery Point specified in Exhibit 2.
4. **Contract Price Assumptions.** The Contract Price is based on the following assumptions:
  - a. Statutory prevailing wage rates (e.g., Davis-Bacon) do apply.
  - b. A Performance Guaranty is being provided.
5. **Contract Price Exclusions.** Unless Seller and Purchaser have agreed otherwise in writing, and except as otherwise provided in Section 2(c) of Exhibit 3, the Contract Price excludes the following:
  - a. Groundwork (including excavation and circumvention of underground obstacles) that is unforeseen despite reasonable efforts to assess existing site conditions. Upgrades or repair to Purchaser or Utility electrical infrastructure (including Purchaser or Utility service, transformers, substations, poles, breakers, reclosers, and disconnects). “**Utility**” means the electric distribution utility serving Purchaser.
  - b. Tree removal, tree trimming, mowing and any landscape improvements.
  - c. Decorative fencing and/or any visual screening materials, decorative enhancements to solar support structures (including painting, paint matching, masonry/stone work, and any lighting not required to meet the minimum code compliance).
  - d. Removal of existing lighting, light poles, or concrete light post bases.
  - e. Roof membrane maintenance or reroofing work.
  - f. Structural upgrades to the Improvements, including Americans with Disabilities Act (“**ADA**”) upgrades.
  - g. Installation of public information screen or kiosk (including accompanying Internet connection, power supply, technical support and ADA access).
  - h. Changes in System design caused by any inaccuracy in information provided by Purchaser, including information regarding Purchaser’s energy use, the Premises and the Improvements, including building plans and specifications.

If such excluded costs will result in an increase to the Contract Price, Seller shall deliver notice to Purchaser of such increase to the Contract Price not less than sixty (60) days prior to commencement of the installation of the System (“**Commencement of Installation**” and such notice, the “**Excluded Costs Notice**”). If excluded costs will result in an increase to the Contract Price such that the revised Contract Price would increase by no more than five percent (5%), Purchaser shall be responsible for such increased Contract Price and the Contract Price shall be amended to reflect the new Contract Price included in the Excluded Costs Notice. If such excluded costs will result in an increase to the Contract Price, such that the revised Contract Price would increase by more than five percent (5%), Purchaser shall have a right to terminate this Agreement without penalty by providing notice of such termination within thirty (30) days of delivery of the Excluded Costs Notice.

6. Termination Payment Schedule:

Contract Year	Termination Payment (\$)
1	\$471,599
2	\$451,473
3	\$431,386
4	\$411,340
5	\$391,334
6	\$371,371
7	\$351,452
8	\$331,578
9	\$311,750
10	\$291,970
11	\$272,240
12	\$252,560
13	\$232,932
14	\$213,358
15	\$193,839
16	\$174,378
17	\$154,975
18	\$135,633
19	\$116,353
20	\$97,137

## Exhibit 2

### System Description, Delivery Point and Premises

1. System Location: 2720 Alameda de las Pulgas, San Mateo, CA 94403
2. System Size (DC kW): 52.8 (AC kW): 48.1
3. System Description (Expected Structure, etc.): Carport
4. Delivery Point and Premises: **Schedule A** to this **Exhibit 2** contains one or more drawings or images depicting:
  - a. Premises, including the Improvements (as applicable);
  - b. Proposed System location at the Premises;
  - c. Delivery point for electricity generated by the System (the “**Delivery Point**”);
  - d. Access points needed for Seller to cause the System to be installed and serviced (building access, electrical room, stairs, etc.); and
  - e. Construction assumptions (if any).

### Schedule A

1. Physical building address: 2720 Alameda de las Pulgas, San Mateo, CA 94403
2. Number of Stories: 0
3. Total Square Footage: 27,000
4. Year Built: 1948
5. Year of any mechanical/electrical updates: N/A
6. Type of Construction, (example; wood frame, masonry, steel): Asphalt
7. Description/ Type of roof structure/system: None
8. Confirm whether the building is sprinklered: N/A
9. Describe any additional security measures, (example: video surveillance, etc.): N/A

A Site Plan and Single Line Diagram are attached at the end of this **Schedule A** labeled “Attachment 1 to **Schedule A** of **Exhibit 2**”.

**Exhibit 3**

**General Terms and Conditions**

**Exhibit 3 Table of Contents**

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### **Exhibit 3**

#### **General Terms and Conditions**

1. **Purchase and Sale of Electricity.** Subject to the terms and conditions of this Agreement, Purchaser shall purchase from Seller, and Seller shall sell to Purchaser, all of the electricity generated by the System during the Term (as defined in Section 2(a)). Electricity generated by the System shall be delivered to Purchaser at the Delivery Point. Title to and risk of loss for the electricity generated by the System passes to Purchaser from Seller at the Delivery Point. Seller warrants that it will deliver the electricity to Purchaser at the Delivery Point free and clear of all liens, security interests, claims, and other encumbrances.
2. **Term and Termination.**
  - a. **Effective Date; Term.** This Agreement is effective as of the Effective Date. The electricity supply period under this Agreement commences on the Commercial Operation Date (as defined in Section 1 of Exhibit 1) and continues for the duration of the Initial Term and any Additional Terms, unless earlier terminated as provided for in this Agreement (collectively, the “**Term**”).
  - b. **Additional Terms.** The Parties may agree in writing to extend this Agreement for up to two (2) Additional Terms at a Contract Price to be negotiated by the Parties prior to the expiration of the Initial Term or the first Additional Term, as applicable.
  - c. **Termination Due to Contract Price Adjustments or Lack of Project Viability.** If, at any time after the Effective Date and prior to Commencement of Installation, (i) Purchaser terminates this Agreement pursuant to Section 5 of Exhibit 1, or (ii) Seller determines that the installation of the System will not be viable for any reason, then either Party may terminate this Agreement by providing ten (10) days’ prior written notice to the other Party. Neither Party shall be liable for any damages in connection with such termination. After Commencement of Installation, the Contract Price shall not be subject to further adjustment pursuant to Section 5 of Exhibit 1 or otherwise.
  - d. **Termination by Purchaser for Delay.** If Commencement of Installation has not occurred within three hundred and sixty-five (365) days after the Effective Date, Purchaser may terminate this Agreement by providing thirty (30) days’ prior written notice to Seller; provided that this Agreement will not terminate pursuant to this Section 2(d) if Seller causes to be achieved Commencement of Installation on or before the end of such thirty (30) day notice period or if Commencement of Installation is delayed due to a Force Majeure Event. Purchaser shall not be liable for any damages in connection with such termination. For the avoidance of doubt, such event shall not be deemed a Default Event by Seller and Purchaser’s only remedy shall be the reimbursement by Seller of direct costs reasonably incurred by Purchaser by reason of the termination.
3. **Billing and Payment; Taxes.**
  - a. **Monthly Charges.** Purchaser shall pay Seller monthly for the electricity generated by the System and delivered to the Delivery Point at the \$/kWh rate shown in Exhibit 1 as adjusted by Section 5 of Exhibit 1, if applicable (the “**Contract Price**”). The monthly payment for such energy will be equal to the applicable \$/kWh rate multiplied by the number of kWh of electricity generated during the applicable month, as measured by the Meter (as defined in Section 10). Additional costs for items differing from the assumptions in Exhibit 1, Section 4 are Purchaser’s responsibility.
  - b. **Monthly Invoices.** Seller shall invoice Purchaser monthly for amounts owed by Purchaser hereunder. Such monthly invoices shall state (i) the amount of electricity produced by the System and delivered to the Delivery Point, (ii) the rates applicable to, and charges incurred by, Purchaser under this Agreement, and (iii) the total amount due from Purchaser.
  - c. **Payment Terms.** All amounts due under this Agreement are due and payable within thirty (30) days following receipt of invoice. Any undisputed portion of the invoice amount not paid within such thirty (30) day period shall accrue interest at the annual rate of two and one-half percent (2.5%) above the Prime Rate (but not to exceed the maximum rate permitted by law). All payments shall be made in U.S. dollars. “**Prime Rate**” shall mean the annual prime rate of interest published in the Wall Street Journal for the applicable period during which interest is incurred pursuant to the terms of the Agreement.

d. **Taxes.**

- i. **Purchaser's Taxes.** Purchaser is responsible for: (A) payment of, or reimbursement of Seller for, all taxes assessed on the generation, sale, delivery or consumption of electricity produced by the System or the interconnection of the System to the Utility's electricity distribution system; (B) real property taxes; and (C) any sales or use taxes as a result of exercising the options to purchase the System in Section 14(b).
- ii. **Seller's Taxes.** Seller is responsible for: (A) payment of income taxes or similar taxes imposed on Seller's revenues due to the sale of electricity under this Agreement; and (B) personal property taxes imposed on the System ("**Seller's Taxes**").

- e. **Budgeting for Contract Price.** Upon execution of this Agreement and prior to the commencement of each subsequent budgetary cycle of Purchaser during the Initial Term (and Additional Term, if any), Purchaser shall take all necessary action to obtain all necessary budgetary approvals and certifications for payment of all of its obligations under this Agreement for such budgetary cycle, including, but not limited to including the maximum amount of its annual payment obligations under this Agreement in its budget submitted to Purchaser's City Council for each year of that budget cycle.

4. **RECs and Incentives.**

a. **Definitions.**

"**Governmental Authority**" means any foreign, federal, state, local or other governmental, regulatory or administrative agency, court, commission, department, board, or other governmental subdivision, legislature, rulemaking board, court, tribunal, arbitrating body or other governmental authority having jurisdiction or effective control over a Party.

"**Incentives**" means (i) a payment paid by a utility or state or local Governmental Authority based in whole or in part on the cost or size of the System such as a rebate, (ii) a performance-based incentive paid as a stream of periodic payments by a utility, state or Governmental Authority based on the production of the System, (iii) investment tax credits, production tax credits, and similar tax credits, grants or other tax benefits under federal, state or local law, including, but not limited to, the election to receive a payment with respect to investment tax credits or production tax credits pursuant to Code Section 6417, and (iv) any other attributes, commodity, revenue stream or payment in connection with the System (such as ancillary or capacity revenue), in each case of (i) through (iv) relating to the construction, ownership, use or production of energy from the System, provided that Incentives shall not include RECs.

"**REC**" means a renewable energy credit or certificate under any state renewable portfolio, standard or federal renewable energy standard, voluntary renewable energy credit certified by a non-governmental organization, pollution allowance, carbon credit and any similar environmental allowance or credit and green tag or other reporting right under Section 1605(b) of The Energy Policy Act of 1992 and any present or future federal, state, or local law, regulation or bill, and international or foreign emissions trading program, in each case relating to the construction, ownership, use or production of energy from the System, provided that RECs shall not include Incentives.

- b. **RECs.** The Parties hereby agree that Seller is entitled to the benefit of, and will retain all ownership interests in, the RECs. Seller shall not sell, assign or otherwise transfer the RECs to a third party. If necessary, Purchaser shall cooperate with Seller in obtaining, securing and transferring any and all RECs. Purchaser is not obligated to incur any out-of-pocket costs or expenses in connection with such actions unless reimbursed by Seller. Purchaser shall not make any filing or statements inconsistent with Seller's ownership interests in the RECs, nor shall Purchaser attempt to sell, assign or transfer such RECs. If any RECs are delivered directly to Purchaser, Purchaser shall immediately deliver such items or amounts to Seller.
- c. **Incentives.** The Parties hereby agree that Seller or a subsequent System Owner, if applicable, and not Purchaser, is entitled to the benefit of, and will retain all ownership interests in, the Incentives. If necessary, Purchaser shall cooperate with Seller and any such third-party System Owner in obtaining, securing and transferring any and all Incentives, including cooperating, as requested by Seller, with respect to any challenges as to Seller obtaining any portion or amount of the Incentives. Without limiting the foregoing, Purchaser acknowledges that Seller intends to qualify for the elective payment incentive (the "**Elective Pay Incentive**") and make the elective payment election in Section 6417 of the Internal Revenue Code of 1986, as amended (the "**Code**") with respect to the federal income tax credits (the "**Applicable Credits**") under either Code Sections 45 or 48. Purchaser agrees to cooperate with Seller to the extent requested by Seller, so that Seller can (i) qualify for the Applicable Credits in the context of the Elective Pay Incentive, (ii) make the elective payment election and obtain a payment of applicable proceeds with respect to the Elective Pay Incentive, (iii) avoid a disallowance, recapture, or reduction of the proceeds with respect to the Elective Pay Incentive,



and (iv) prevent an excessive payment as set forth in Code Section 6417(d)(6). Purchaser is not obligated to incur any out-of-pocket costs or expenses in connection with such actions unless reimbursed by Seller or any such System Owner. Purchaser shall not make any filing or statements inconsistent with Seller's or System Owner's ownership interests in the Incentives, nor shall Purchaser attempt to sell, assign or transfer such Incentives. If any Incentives are delivered directly to Purchaser, Purchaser shall immediately deliver such items or amounts to Seller.

**5. Project Completion.**

- a. **Project Development.** Seller shall use reasonable efforts to pursue or cause to be pursued the development and installation of the System, subject to Section 2(c) and the remaining provisions of this Section 5.
- b. **Permits and Approvals.** Seller shall use reasonable efforts to cause to be obtained the following at its sole cost and expense (each, an "Approval"):
  - i. any zoning, land use and building permits required for Seller to cause the System to be constructed, installed and operated; and
  - ii. any agreements and approvals from the Utility necessary in order to interconnect the System to the Utility's electric distribution system.

Purchaser shall reasonably cooperate with Seller's reasonable requests to assist Seller in expeditiously obtaining such Approvals, including, without limitation, the execution of documents required to be provided by Purchaser to the Utility. The Parties acknowledge and agree that Purchaser does not have authority or jurisdiction over any other public agency's ability to grant Approvals or ability to impose limitations that may affect the System, provided, that such acknowledgment and agreement does not apply to joint powers authorities or related agencies over which Purchaser asserts authority.

**c. Force Majeure.**

- i. **Force Majeure Event.** If either Party is unable to timely perform any of its obligations (other than payment obligations) under this Agreement in whole or in part due to a Force Majeure Event, that Party will be excused from performing such obligations for the duration of the time that such Party remains affected by the Force Majeure Event; provided, that such Party uses reasonable efforts to mitigate the impact of the Force Majeure Event and resumes performance of its affected obligations as soon as reasonably practical. The Party affected by the Force Majeure Event shall notify the other Party as soon as reasonably practical after the affected Party becomes aware that it is or will be affected by a Force Majeure Event. If the Force Majeure Event occurs during the Term and impacts the ability of the System to deliver electricity to the Delivery Point, the Term will be extended day for day for each day delivery is suspended due to the Force Majeure Event, up to a maximum of two (2) years.
- ii. **Extended Force Majeure.** If a Force Majeure Event notified by either Party under paragraph (i) above continues for a consecutive period of three hundred sixty-five (365) days or more, then either Party may elect to terminate this Agreement without either Party having further liability under this Agreement except: (A) liabilities accrued prior to termination, (B) Seller's obligation to cause the System to be removed as required under Section 9 (but Purchaser shall reimburse Seller for Seller's removal costs if the Force Majeure Event affects Purchaser and Purchaser elects to terminate the Agreement) and (C) if Purchaser elects to terminate the Agreement in accordance with this Section, Purchaser shall pay Seller a termination payment equal to the amount set forth in Section 6 of Exhibit 1. Notwithstanding the foregoing, if the Force Majeure Event can be corrected through repair or restoration of the System or other actions by Seller and, prior to expiration of the three hundred sixty-five (365) day period, Seller provides written evidence to Purchaser that it is diligently pursuing such actions, then Purchaser shall not have the right to terminate this Agreement so long as Seller continues to diligently pursue such actions.
- iii. **Definition of "Force Majeure Event."** "Force Majeure Event" means any event or circumstance beyond the reasonable control of and without the fault or negligence of Seller, including, without limitation: an act of God; war (declared or undeclared); sabotage; piracy; riot; insurrection; civil unrest or disturbance; military or guerilla action; terrorism; economic sanction, tariff or embargo; civil strike, work stoppage, slow-down, or lock-out; explosion; fire; earthquake; tsunami; storm; tornado; blizzard; heatwave; hurricane; flood; lightning; hail; wind; drought; animals; epidemic; pandemic; action or the failure to act by a Governmental Authority or the Utility, including, but not limited to, a moratorium on any activities related to this Agreement or the delay or a lack of a final Approval based on the California Environmental Quality Act ("CEQA") or other applicable law, provided that the delay in decision-making is not attributable to the Party claiming a Force Majeure Event and that such

Party has exercised its reasonable efforts to cause such Approval to be obtained; delays in interconnection, provided that the delay in obtaining interconnection is not attributable to the Party claiming a Force Majeure Event or its agents; unavailability of electricity from the Utility grid; and failure or unavailability of equipment, supplies or products outside of Seller's control or due to a Force Majeure Event. For purposes of the definition of "Force Majeure Event," a Party shall not be considered a Governmental Authority if such Party is claiming the presence of a Force Majeure Event as an excuse for its failure to timely perform its obligations under this Agreement.

- d. **Extension of Time.** If Seller is delayed in causing the achievement of Commencement of Installation due to a Force Majeure Event, the time for achievement of Commencement of Installation will be automatically extended to account for the impact of the delay.
- e. **Commercial Operation.** Seller shall notify Purchaser in writing at least one week prior to the Commercial Operation Date. Upon Purchaser's reasonable request, Seller shall provide Purchaser with the "Final Completion Certificate" as executed by the contractor to Seller responsible for installing the System and the "Final Completion Notification" as executed by Seller to evidence that the System is ready to begin Commercial Operation. Purchaser may not turn on, electrify or otherwise operate the System in the absence of prior, written permission from Seller.

6. **Installation, Operation and Maintenance.**

- a. **Seller's General Obligations Regarding the System.** Subject to the terms and conditions of this Agreement, Seller shall use reasonable efforts to cause the System to be designed, engineered, installed, commissioned, monitored, operated and maintained, in each case in a good and workmanlike manner and in accordance with applicable law and prudent solar industry practices in the State of California. The Seller shall ensure that the System complies with all applicable law, rules, regulations and local building codes. In furtherance of the foregoing, Seller shall use reasonable efforts to enforce all of its rights under its agreement or agreements with the installer of the System and with the entity engaged to operate and maintain the System; provided, that Seller shall maintain full discretion with respect to any determinations regarding the nature of such enforcement actions and Seller shall not be obligated pursuant to this Agreement to initiate litigation or other legal process.
- b. **System Design Approval.** Seller has provided Purchaser with a copy of the System design, and Purchaser has approved such design. Should any subsequent changes to the System design be made prior to Commencement of Installation, Purchaser shall be provided with a copy of any such revised System design and any resulting changes to the Contract Price, 6 of **Exhibit 1**, any of the data on **Exhibit 2** and/or Table 1.A of **Exhibit 4**, and Purchaser shall have ten (10) business days after receipt to approve or disapprove the revised design and any such resulting changes in writing, such approval not to be unreasonably withheld. Failure by Purchaser to respond within such ten (10) business day period shall be deemed approval of the revised System design and any such resulting changes. If Purchaser disapproves the revised System design and/or any such resulting changes, Seller may either (i) cause the design to be reverted to the original design approved by Purchaser or (ii) terminate this Agreement and such termination shall be without further liability to Purchaser. If changes to the System design or other changes, including new information regarding Purchaser's electricity needs or Seller's selection of equipment for the System, will result in a change to any of the data on **Exhibit 2** (including, but not limited to the System Size), the Contract Price, 6 of **Exhibit 1**, any of the data on **Exhibit 2** and/or Table 1.A of **Exhibit 4**, such sections and/or table of this Agreement may be revised if any such changes are approved by both Parties in writing. If changes to the System design are reasonably expected to lower the costs to Seller of engineering, constructing, installing, interconnecting, operating, maintaining, repairing and/or removing the System, Seller may, in its sole discretion, decrease the Contract Price and provide such updated Contract Price to Purchaser in an addendum to this Agreement.
- c. **System Repair and Maintenance.** Seller may cause the suspension of delivery of electricity from the System to the Delivery Point for the purpose of causing the maintenance to and repairs of the System; provided that Seller shall use reasonable efforts to minimize any interruption in service to the Purchaser and shall provide at least thirty (30) business days' advance notice to Purchaser of any scheduled maintenance and repairs. Emergency maintenance and repairs may be performed in the absence of such notice if necessary to prevent harm to persons or property. Scheduled and unscheduled maintenance and repairs shall be undertaken at Seller's sole cost and expense, except that Purchaser shall reimburse Seller for the reasonable cost of any repairs or maintenance resulting from damage caused by Purchaser, its agents, employees or contractors.
- d. **System Outage Allowance.** Upon Purchaser's written request, Seller shall cause the System to be taken off-line for a total of forty-eight (48) daylight hours (as defined by the United States National Weather Service in the area where the System is located) during each Contract Year (each event an "**Outage**" and the forty-eight (48) hour period the "**Outage Allowance**"). The Outage Allowance includes all Outage hours undertaken by Seller for maintenance or

repairs for which Purchaser is responsible pursuant to Section 6(c) or requested by Purchaser under this Section 6(d) (other than due to the fault or negligence of Seller). Purchaser's request shall be delivered at least forty-eight (48) hours in advance. Purchaser is not obligated to accept or pay for electricity that could have been delivered by the System but for an Outage up to the annual Outage Allowance. If the aggregate hours for Outages, including, but not limited to Outages resulting from a temporary disconnection or removal pursuant to Section 6(f), exceed the Outage Allowance in a given Contract Year and Purchaser has opted out of receiving retail electric generation service from Seller, Seller shall reasonably estimate the amount of electricity that would have been delivered to Purchaser during such excess Outages and Purchaser shall pay Seller for such amount in accordance with this Agreement.

- e. **Maintenance of Premises.** Purchaser shall, at its sole cost and expense, maintain the Premises and Improvements in good condition and repair. Purchaser, to the extent within its reasonable control, (i) shall ensure that the Premises remains interconnected to the local Utility grid at all times; and (ii) shall not permit cessation of delivery of electric service to the Premises from the local Utility. Purchaser is fully responsible for, and shall properly maintain in full working order and good repair, the electrical infrastructure on the Purchaser's side of the Delivery Point, including all of Purchaser's equipment that utilizes the System's outputs. Purchaser shall use reasonable efforts to cooperate with Seller to comply with any technical standard of the Utility providing electrical power to the Purchaser.
- f. **Alteration or Repairs to Premises.** Not less than ninety (90) days prior to making any alterations or repairs to the Premises (except for emergency repairs) or any Improvement which may adversely affect the operation and maintenance of the System, Purchaser shall inform Seller in writing and, thereafter, shall use reasonable efforts to conduct such repairs, alterations or Improvements in compliance with any reasonable request made by Seller within ten (10) days after having received such written request to mitigate any adverse effect. If any repair, alteration or Improvement result in a permanent and material adverse economic impact on the System, Purchaser may request relocation of the System under Section 8 hereof. To the extent that temporary disconnection of the System is necessary in order for Purchaser to perform such alterations or repairs, Seller shall cause to be performed such work, and any re-connection of the System, at Purchaser's cost, subject to Section 6(c), 6(d), and 6(e). To the extent that temporary removal of the System is necessary in order for Purchaser to perform such alterations or repairs, Seller shall use reasonable efforts to cause to be performed such removal work within one hundred and eighty (180) days of Seller's determination that such temporary removal is required and any such removal and re-installation work shall be at Purchaser's cost, subject to Section 6(c), 6(d), and 6(e). Purchaser shall cause to be made any alterations and repairs in a good and workmanlike manner, in compliance with all applicable laws, codes and permits.

## **7. Miscellaneous Rights and Obligations of the Parties.**

- a. **Access Rights.** In consideration of and in order to effectuate the mutual covenants and terms of this Agreement, Purchaser hereby grants to Seller and to Seller's agents, employees, contractors and subcontractors and the Utility (i) a non-exclusive license running with the Premises (the "**Non-Exclusive License**") for access to, on, over, under and across the Premises from the Effective Date until the date that is one hundred and eighty (180) days following the date of expiration or earlier termination of this Agreement (the "**License Term**"), for the purposes of performing all of Seller's obligations and enforcing all of Seller's rights set forth in this Agreement and otherwise as required by Seller in order to effectuate the purposes of this Agreement, including, but not limited to design, engineering, development, construction, installation, inspection, interconnection, testing, operation, maintenance, repair, replacement and removal of the System and all incidental and related uses connected therewith. In addition to the foregoing, if the System shall be a ground-mounted System to be located within a secure, fenced area on the Premises, Purchaser hereby grants to Seller an exclusive, sub-licensable license running with the Premises (the "**Exclusive License**", and together with the Non-Exclusive License, the "**Licenses**") for purposes of the installation, operation, use and maintenance of the System on such exclusively licensed area of the Premises during the License Term. Seller shall provide at least seventy-two (72) hours advance notice to Purchaser of any access required prior to the Commercial Operation Date; after the Commercial Operation Date notice shall be provided subject to Section 6(c). Seller shall use reasonable efforts to ensure that when on the Premises during the License Term, it and its employees, agents, contractors and subcontractors comply with Purchaser's site safety and security requirements, which are to be provided to Seller in writing within sixty (60) days of the Effective Date. During the License Term, Purchaser shall preserve and protect Seller's rights under the Licenses and Seller's access to the Premises and shall not interfere, or permit any third parties under Purchaser's control to interfere, with such rights or access. Seller may record a customary memorandum of license in the land records respecting the Licenses.
- b. **OSHA Compliance.** Each Party shall comply with all Occupational Safety and Health Act ("**OSHA**") requirements and other similar applicable safety laws and codes with respect to such Party's performance under this Agreement.
- c. **Safeguarding the Premises.** Purchaser shall maintain the physical security of the Premises and Improvements in a

manner to be expected of a reasonable and prudent owner of premises and improvements similar to the Premises and Improvements in nature and location. Purchaser shall not conduct or permit activities on, in or about the Premises or the Improvements that have a reasonable likelihood of causing damage, impairment or otherwise adversely affecting the System. Purchaser shall indemnify Seller for any loss or damage to the System to the extent caused by or arising out of (i) Purchaser's breach of its obligations under this Section or (ii) the acts or omissions of Purchaser or its employees, agents, invitees or separate contractors. Without limiting the foregoing, Seller shall arrange for security of the System, equipment and tools during the construction of the System and Purchaser shall cooperate with Seller and its contractor with respect to such security measures. The obligations set forth in this Section 7(c) shall survive until the date that is one hundred and eighty (180) days following the date of expiration or earlier termination of this Agreement.

- d. **Insolation.** Purchaser acknowledges that unobstructed access to sunlight ("**Insolation**") is essential to Seller's performance of its obligations and a material term of this Agreement. Purchaser shall not, to the extent within its reasonable control, cause or permit any interference with the System's Insolation, and shall ensure that vegetation on the Premises adjacent to the System is regularly pruned or otherwise maintained to prevent interference with the System's Insolation. If either Party discovers any activity or condition that could diminish the Insolation of the System, such Party shall immediately notify the other Party and Purchaser shall cooperate with Seller in preserving and restoring the System's Insolation levels as they existed on the Effective Date.
- e. **Use and Payment of Contractors and Subcontractors.** Seller shall use and shall cause to be used suitably qualified, experienced and licensed contractors and subcontractors to perform its obligations under this Agreement. However, Seller shall be responsible for the quality of the work performed by such contractors and subcontractors. Seller shall pay or shall cause to be paid when due all valid charges from all contractors, subcontractors and suppliers supplying goods or services to Seller under this Agreement.
- f. **Liens.**
  - i. **Lien Obligations.** Purchaser shall not directly or indirectly cause, create, incur, assume or allow to exist any mortgage, pledge, lien, charge, security interest, encumbrance or other claim of any nature, except such encumbrances as may be required to allow Seller access to the Premises (each a "**Lien**") on or with respect to the System. Seller shall not directly or indirectly cause, create, incur, assume or allow to exist any Lien on or with respect to the Premises or the Improvements, other than those Liens which Seller is permitted by law to place on the Premises due to non-payment by Purchaser of amounts due under this Agreement. Each Party shall immediately notify the other Party in writing of the existence of any such Lien following such Party's discovery of same, and shall promptly (and in all events within thirty (30) days) cause the same to be discharged and released of record without cost to the other Party; provided, however, that each indemnifying Party has the right to contest any such Lien, so long as it provides a statutory bond or other reasonable assurances of payment that either removes such Lien from title to the affected property, or that assures that any adverse judgment with respect to such Lien shall be paid without affecting title to such property.
  - ii. **Lien Indemnity.** Each Party shall indemnify the other Party from and against all claims, losses, damages, liabilities and expenses resulting from any Liens filed against such other Party's property as a result of the indemnifying Party's breach of its obligations under Section 7(f)(i).
- 8. **Relocation of System.** If, during the Term, Purchaser ceases to conduct operations at the Premises or vacates the Premises, the Premises have been destroyed, or the Purchaser is otherwise unable to continue to host the System or accept the electricity delivered by the System for any other reason (other than a Default Event by Seller), Purchaser shall propose in writing the relocation of the System, at Purchaser's cost. Such proposal shall be practically feasible and preserve the economic value of this Agreement for Seller. The Parties shall seek to negotiate in good faith an agreement for the relocation of the System. Pending agreement on relocation of the System, Purchaser shall continue to make payments to Seller pursuant to Section 11(b)(i)(C).
- 9. **Removal of System upon Termination or Expiration.** Upon the expiration or earlier termination of this Agreement (provided Purchaser does not purchase the System pursuant to the terms and conditions of Section 14(b)), Seller shall, at its expense (unless expressly provided otherwise in this Agreement), cause to be removed all of the tangible property comprising the System from the Premises with a targeted completion date that is no later than one hundred and eighty (180) days after the expiration of the Term. The portion of the Premises where the System is located shall be returned to substantially its original condition as is reasonably possible, except for ordinary wear and tear, including the removal of System mounting pads or other support structures, and repair and restoration of the roof and the roof membrane. Seller is required to cause to be repaired any and all damage to the Premises caused by removal of the System. Notwithstanding the foregoing, Seller shall not be obligated to remove or cause to be removed any support structures for the System which are affixed to and below the exposed surface of Purchaser's

structures or any below grade structures, including foundations and conduits, or any roads. If the System is installed on the roof of an Improvement, Seller's warranties under Section 12(c)(i) shall apply, as applicable. Purchaser must provide sufficient access, space and cooperation as reasonably necessary to facilitate System removal. Purchaser shall comply with Section 7(c) and Section 13 until removal is complete. If Seller fails to cause the removal of the System within one hundred and eighty (180) days after expiration of the Term, Purchaser may, at its option, remove the System to a public warehouse and restore the Premises to its original condition (other than ordinary wear and tear) at Seller's cost, *provided* that if Seller pays Purchaser for such costs, Seller shall not be liable to Purchaser for a Default Event by Seller.

#### 10. **Measurement.**

- a. **Meter.** The System's electricity output during the Term shall be measured by Seller's meter, which shall be a revenue grade meter that meets ANSI-C12.20 standards for accuracy (the "**Meter**"). Purchaser shall have access to the metered energy output data via the monitoring system caused to be installed and maintained by Seller as part of the System.
- b. **Meter Calibration.** Seller shall cause the Meter to be calibrated in accordance with manufacturer's recommendations. Notwithstanding the foregoing, Purchaser may install, or cause to be installed, its own revenue-grade meter at the same location as the Meter. If there is a discrepancy between the data from Purchaser's meter and the data from the Meter of greater than two percent (2%) over the course of a Contract Year, then Purchaser may request that Seller calibrate the Meter at Seller's cost.
- c. **Internet Connection.** At all times during the Term, Purchaser shall maintain and make available, at Purchaser's cost:
  - i. A hard-wired ethernet port for connection to System equipment located within fifty (50) physical feet of the electrical room of the Premises; or, if such hard-wired port is not feasible, Wi-Fi available seven (7) days per week and twenty-four (24) hours per day;
  - ii. Information technology support services as needed to provide Internet connectivity via the connection described in Section 10(c)(i); and
  - iii. A dedicated IP address for System equipment.

If Purchaser does not maintain such Internet connection described above, Seller will not be able to cause the System to be monitored or provide the performance guaranty set forth on **Exhibit 4**. Further, if Seller is not able to monitor the System, Seller will be required to estimate the System's power production for purposes of determining the monthly payment(s) for any such month in which the required Internet connection was not available.

#### 11. **Default, Remedies and Damages.**

- a. **Default.** Any Party that fails to perform its responsibilities as listed below or experiences any of the circumstances listed below is deemed a "**Defaulting Party**", the other Party is the "**Non-Defaulting Party**" and each of the following is a "**Default Event**":
  - i. failure of a Party to pay any amount due and payable under this Agreement, other than an amount that is subject to a good faith dispute, within ten (10) days following receipt of written notice from the Non-Defaulting Party of such failure to pay ("**Payment Default**");
  - ii. failure of a Party to perform any material obligation under this Agreement or an act or omission of a Party in violation of the terms and conditions of this Agreement not addressed elsewhere in this Section 11 within sixty (60) days following receipt of written notice from the Non-Defaulting Party demanding such cure; *provided*, that if the Default Event cannot reasonably be cured within sixty (60) days and the Defaulting Party has demonstrated prior to the end of that period that it is diligently pursuing such cure, the cure period will be extended for a further reasonable period of time, not to exceed ninety (90) days;
  - iii. such Party fails to provide or maintain in full force and effect any required insurance, if such failure is not remedied within ten (10) business days after receipt of written notice from the Non-Defaulting Party to the Defaulting Party;
  - iv. any representation or warranty given by a Party under this Agreement was incorrect in any material respect when made and is not cured within thirty (30) days following receipt of written notice from the Non-Defaulting Party demanding such cure;

- v. a Party becomes insolvent or is a party to a bankruptcy, reorganization, insolvency, liquidation, receivership, dissolution, winding-up or relief of debtors, or any general assignment for the benefit of creditors or other similar arrangement or any event occurs or proceedings are taken in any jurisdiction with respect to the Party which has a similar effect (or, if any such actions are initiated by a third party, such action(s) is (are) not dismissed within sixty (60) days); or,
- vi. in the case of Purchaser as the Defaulting Party only, Purchaser (A) loses its rights to occupy and enjoy the Premises, unless the Parties agree upon a relocation under Section 8 above; (B) loses its right to provide access to the System or is otherwise in default under Section 7(a); or (C) prevents Seller from performing any material obligation under this Agreement unless such action by Purchaser is (x) permitted under this Agreement, or (y) cured within ten (10) days after written notice thereof from Seller.

**b. Remedies.**

- i. **Purchaser Default Event Remedies.** Upon the occurrence and during the continuation of a Default Event where the Purchaser is the Defaulting Party, including a Payment Default:
  - A. Seller may exercise any and all remedies available or granted to it pursuant to law or hereunder, including seeking by mandamus or other suit, action or proceeding at law or in equity to enforce the Seller's rights against the Purchaser, including rights to any payments due hereunder in an action for damages, and to compel the Purchaser to perform and carry out its duties and obligations under the law and its covenants and agreements with the Seller as provided herein.
  - B. Seller may suspend performance of its obligations under this Agreement, including, but not limited to, turning off the System, until the earlier to occur of (x) the date that Purchaser cures the Default Event in full, including making payment in full as provided in Section 11(b)(i)(C), or (y) the termination date of this Agreement. Seller's rights under this Section 11(b)(i)(B) are in addition to any other remedies available to it under this Agreement, at law or in equity.
  - C. Except as otherwise provided herein, this Agreement shall not terminate as a result of such Default Event and shall continue in full force and effect, and Purchaser shall continue to pay, and Seller shall be entitled to recover payment for: (x) all electricity delivered by Seller pursuant to Section 3 of this **Exhibit 3**, and (y) all electricity that Seller reasonably estimates it would have been able to deliver to Purchaser in accordance with this Agreement but for the Default Event by Purchaser, in each case at the Contract Price, together with (z) any other amounts due and payable pursuant to this Agreement.
- ii. **Seller Default Event Remedies.** Upon the occurrence and during the continuation of a Default Event where Seller is the Defaulting Party:
  - A. Purchaser may exercise any and all remedies available or granted to it pursuant to law or hereunder, including seeking by mandamus or other suit, action or proceeding at law or in equity to enforce the Purchaser's rights against the Seller, including rights to any payments due hereunder in an action for damages, and to compel the Seller to perform and carry out its duties and obligations under the law and its covenants and agreements with the Purchaser as provided herein.
  - B. except as otherwise provided herein, this Agreement shall not terminate as a result of such Default Event and shall continue in full force and effect, and Seller and Purchaser shall continue to pay all amounts due and payable pursuant to this Agreement.
- iii. **Optional Termination by Purchaser.** In addition to the remedies provided for in Section 11(b)(ii), upon the occurrence and during the continuation of a Default Event where Seller is the Defaulting Party, the Purchaser may terminate this Agreement as further set forth in this Section 11(b)(iii) by providing thirty (30) days prior written notice to the Seller; provided, that, in the case of a Default Event under Section 11(a)(v) where the Seller is the Defaulting Party, no such notice period shall be required. Upon termination pursuant to this Section 11(b)(iii), Seller shall pay to Purchaser an amount equal to the sum of (A) the present value of the excess, if any, of the reasonably expected cost of electricity delivered by the Utility over the Contract Price for the reasonably expected production of the System for a period of the lesser of five (5) years or the remainder of the Initial Term or the then current Additional Term, as applicable; (B) all direct costs reasonably incurred by Purchaser by reason of the termination; and (C) any and all other amounts previously accrued under this Agreement and then owed by Seller to Purchaser (the "**Seller Termination Payment**"). The Seller Termination Payment determined under this Section 11(b)(iii) cannot be less than zero.

- iv. **Optional Termination by Seller.** In addition to the remedies provided for in Section 11(b)(i), upon the occurrence and during the continuation of a Default Event where Purchaser is the Defaulting Party, the Seller may terminate this Agreement as further set forth in this Section 11(b)(iv) by providing thirty (30) days prior written notice to the Purchaser; provided, that, in the case of a Default Event under Section 11(a)(v) where the Purchaser is the Defaulting Party, no such notice period shall be required. Upon termination pursuant to this Section 11(b)(iv), Purchaser shall pay to Seller an amount equal to the sum of (1) the applicable amount set forth in the Termination Payment Schedule of Section 6 of **Exhibit 1**, and (2) any other amounts previously accrued under this Agreement and then owed by Purchaser to Seller (collectively, the “**Purchaser Termination Payment**” and, together with the Seller Termination Payment, the “**Termination Payment**”). The Purchaser Termination Payment determined under this Section 11(b)(iv) cannot be less than zero.
  - v. **Severability of Remedies.** If any remedy in Section 11(b) is held by a court of competent jurisdiction to be in conflict with any statute, constitutional provision, regulation or other rule of law, or is otherwise held to be unenforceable for any reason whatsoever, such circumstances shall not have the effect of rendering the other remedies herein contained invalid, inoperative, or unenforceable to any extent whatsoever. If any one or more of the provisions contained in Section 11(b) of this **Exhibit 3** shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions contained in this Section 11(b) and such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein. The Parties hereby declare that they each would have executed this Agreement and each and every other section hereof irrespective of the fact that any one or more sections of this Section 11(b) may be held illegal, invalid or unenforceable.
  - vi. **Liquidated Damages.** The Parties agree that, if Seller terminates this Agreement prior to the expiration of the Term pursuant to Section 11(b)(iv), actual damages would be difficult to ascertain, and the Purchaser Termination Payment determined in accordance with Section 11(b)(iv) is a reasonable approximation of the damages suffered by Seller as a result of early termination of this Agreement and is not a penalty.
- c. **Obligations Following Termination.** If a Party terminates this Agreement pursuant to Section 11(b)(iii), or Section 11(b)(iv), then following such termination, Seller shall cause and shall have the right to cause the equipment constituting the System to be removed in compliance with Section 9 at the sole cost and expense of the Defaulting Party, *provided, however* that Seller shall not be required to cause the System to be removed following the occurrence of a Default Event by Purchaser, unless Purchaser has paid the Purchaser Termination Payment to Seller or pre-pays the cost of removal and restoration reasonably estimated by Seller.
- i. **Reservation of Rights.** Except in the case of a termination under Section 11(b)(iii) or Section 11(b)(iv) and payment of a Termination Payment, if any, determined as provided therein, nothing in this Section 11 limits either Party’s right to pursue any remedy under this Agreement, at law or in equity, including with respect to the pursuit of an action for damages by reason of a breach or Default Event under this Agreement.
  - ii. **Mitigation Obligation.** Regardless of whether this Agreement is terminated for a Default Event, the Non-Defaulting Party must make reasonable efforts to mitigate its damages as the result of such Default Event; provided that such obligation shall not reduce Purchaser’s obligation to pay the full Purchaser Termination Payment set forth in Section 6 of **Exhibit 1** following a Default Event by Purchaser.
  - iii. **No Limitation on Payments.** Nothing in this Section 11 excuses a Party’s obligation to make any payment when due under this Agreement, including with respect to payments for electricity that would have been delivered to Purchaser but for a Purchaser breach or Default Event.

## 12. **Representations and Warranties.**

- a. **General Representations and Warranties.** Each Party represents and warrants to the other the following:
  - i. Such Party is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation; the execution, delivery and performance by such Party of this Agreement have been duly authorized by all necessary governmental action, and do not and will not violate any law; and this Agreement is the valid obligation of such Party, enforceable against such Party in accordance with its terms (except as may be limited by applicable bankruptcy, insolvency, reorganization, moratorium and other similar laws now or hereafter in effect relating to creditors’ rights generally).

- ii. Such Party has obtained all licenses, authorizations, consents and approvals required by applicable law and any Governmental Authority or other third-party and necessary for such Party to own its assets, carry on its business and operations and to execute and deliver this Agreement; and such Party is in compliance with all laws that relate to this Agreement in all material respects.

**b. Purchaser's Representations and Warranties.** Purchaser represents and warrants to Seller the following:

- i. **Licenses.** (A) Purchaser has title to and is the fee owner of the Premises such that Purchaser has the full right, power and authority to enter into and perform all of its obligations under this Agreement, (B) this Agreement does not violate any law, ordinance, rule or other governmental restriction applicable to Purchaser or the Premises and is not inconsistent with and will not result in a breach or default under any agreement by which Purchaser is bound or that affects the Premises, and (C) there are no deeds of trust, mortgages or similar security instruments with a lien against the Premises.
- ii. **Other Agreements.** Neither the execution and delivery of this Agreement by Purchaser nor the performance by Purchaser of any of its obligations under this Agreement conflicts with or will result in a breach or default under any agreement or obligation to which Purchaser is a party or by which Purchaser is bound.
- iii. **Accuracy of Information.** All information provided by Purchaser to Seller, as it pertains to (A) the Premises, (B) the Improvements on which the System is to be installed, if applicable, (C) Purchaser's planned use of the Premises and any applicable Improvements, and (D) Purchaser's estimated electricity requirements, is accurate in all material respects.
- iv. **Purchaser Status.** Purchaser is not a public utility or a public utility holding company and is not subject to regulation as a public utility or a public utility holding company.
- v. **Limit on Use.** No portion of the electricity generated by the System shall be used to heat a swimming pool.

**c. Seller's Warranties.**

- i. If Seller causes to be penetrated the roof of any Improvement on which the System is installed, during System installation or any System repair, Seller shall provide for a warranty on roof damage caused by these roof penetrations and shall repair such damage at Seller's expense. Seller's roof warranty shall terminate upon the earlier of (A) five (5) years following the Commercial Operation Date and (B) the expiration of the warranty applicable to such roof provided by Purchaser's roofing contractor that is effective as of the Effective Date ("**Existing Roof Warranty**"). If there is an Existing Roof Warranty, Purchaser shall provide it to Seller, and Seller shall ensure that the construction, operation, maintenance and removal of the System conforms to the requirements of the Existing Roof Warranty to the extent such Existing Roof Warranty is in effect.
- ii. If Seller or its agents damage any other part of the Premises or any Improvement (including roof damages not covered under Section 12(c)(i) above), Seller shall repair or reimburse Purchaser for such damage, as agreed by the Parties and subject to Section 15.

**d. NO OTHER WARRANTY.** THE WARRANTIES SET FORTH IN SECTIONS 12(a) AND 12(c) OF THIS AGREEMENT ARE PURCHASER'S SOLE AND EXCLUSIVE BASIS FOR ANY CLAIM OR LIABILITY ARISING OUT OF OR IN CONNECTION WITH THIS SECTION 12, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. OTHER THAN AS EXPRESSLY SET FORTH IN SECTIONS 12(a) AND 12(c), NO WARRANTY, WHETHER STATUTORY, WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, APPLIES UNDER THIS AGREEMENT. THE PERFORMANCE GUARANTY SET FORTH IN EXHIBIT 4 REPRESENTS A SEPARATE CONTRACT BETWEEN PURCHASER AND THE ISSUER OF THE PERFORMANCE GUARANTY. IF THE ISSUER OF THE PERFORMANCE GUARANTY (OR ANY SUBSEQUENT ASSIGNEE) AND THE SELLER ARE NOT THE SAME PERSON, NO RIGHTS PROVIDED TO PURCHASER BY THE PERFORMANCE GUARANTY MAY BE ASSERTED UNDER THIS AGREEMENT, AND NO CLAIM UNDER THE PERFORMANCE GUARANTY WILL AFFECT PURCHASER'S OBLIGATIONS UNDER THIS AGREEMENT.





**13. Insurance.**

- a. **Insurance Coverage.** At all times during the Term, the Parties shall maintain the following insurance, as applicable:
- i. **Seller's Insurance.** Seller shall maintain (A) property insurance on the System for the replacement cost thereof, (B) commercial general liability, employers liability and automobile liability insurance with primary coverage of at least \$1,000,000 per occurrence, an excess liability limit of \$5,000,000, for a total of \$6,000,000 in the aggregate, and (C) workers' compensation insurance as required by law. Seller's coverage may be provided as part of an enterprise insurance program.
  - ii. **Purchaser's Insurance.** Purchaser shall maintain commercial general liability insurance with coverage of at least \$2,000,000 per occurrence.
- b. **Policy Provisions.** The insurance policies referenced in Section 13(a) shall (i) contain a provision whereby the insurer agrees to give the other Party at least thirty (30) days (ten (10) days for non-payment of premiums) written notice before the insurance is cancelled, or terminated, (ii) be written on an occurrence basis, and (iii) be maintained with companies either rated no less than A-VII as to Policy Holder's Rating in the current edition of A.M. Best's Insurance Guide or otherwise reasonably acceptable to the other Party.
- c. **Certificates.** Upon the other Party's request, each Party shall deliver to the other Party certificates of insurance evidencing the above required coverage. A Party's receipt, review or acceptance of such certificate shall in no way limit or relieve the other Party of the duties and responsibilities to maintain insurance as set forth in this Agreement.
- d. **Deductibles.** Each Party shall pay or cause to be paid its own insurance deductibles, except in the case of claims (i) resulting from a breach of this Agreement, in which case the breaching Party is responsible for payment of the non-breaching Party's deductible for any responding insurance, and (ii) covered by an indemnity set forth in this Agreement.

**14. Ownership; Option to Purchase.**

- a. **Ownership of System.**
- i. **Ownership; Personal Property.** System Owner or its assignee shall be the legal and beneficial owner of the System and the System will remain the personal property of System Owner or such assignee and will not attach to or be deemed a part of, or fixture to, the Premises or any Improvement on which the System is installed. Each of the Seller and Purchaser agree that System Owner or its assignee is the tax owner of the System and all tax filings and reports shall be filed in a manner consistent with this Agreement. The System will at all times retain the legal status of personal property as defined under Article 9 of the Uniform Commercial Code.
  - ii. **Notice to Purchaser Lienholders.** Purchaser shall use reasonable efforts to place all parties having a Lien on the Premises or any Improvement on which the System is installed on notice of the ownership of the System and the legal status or classification of the System as personal property. If any mortgage or fixture filing against the Premises could reasonably be construed as prospectively attaching to the System as a fixture of the Premises, Purchaser shall provide a disclaimer or release from such lienholder.
  - iii. **Fixture Disclaimer.** Purchaser consents to the filing of a disclaimer of the System as a fixture of the Premises in the office where real estate records are customarily filed in the jurisdiction where the Premises are located. If, at any point after the Effective Date, Purchaser is not the fee owner of the Premises, Purchaser shall obtain such consent from such fee owner. For the avoidance of doubt, in either circumstance Seller has the right to file such disclaimer.
  - iv. **SNDA.** Upon request, Purchaser shall deliver to Seller a subordination and non-disturbance agreement in a form mutually acceptable to Seller and Purchaser, any mortgagee with a Lien on the Premises, and other Persons holding a similar interest in the Premises.
  - v. **Eviction Notice.** Purchaser hereby represents and warrants that it is the legal owner of the Premises. To the extent that Purchaser does not own the Premises or any Improvement on which the System is installed after the Effective Date, Purchaser shall provide to Seller immediate written notice of any such change in ownership and receipt of notice of eviction from the Premises or applicable Improvement or termination of Purchaser's lease of the Premises and/or Improvement.

**b. Option to Purchase.**

- i. Early Purchase Option. Commencing on the next date after the date that is the sixth (6th) anniversary of the Commercial Operation Date, and continuing for a period of two hundred and seventy (270) days (the “**Early Purchase Option Period**”), so long as Purchaser is not in default under this Agreement, Purchaser may exercise an option to purchase the System from System Owner on any such date within the Early Purchase Option Period for a purchase price equal to the greater of (A) the Fair Market Value of the System, or (B) the year six (6) Termination Payment amount set forth in Section 6 of Exhibit 1. Purchaser shall exercise the option in this Section 4(b)(i) by providing System Owner with written notice.
- ii. Exercise of Option. At the end of the Initial Term and each Additional Term, so long as Purchaser is not in default under this Agreement, Purchaser may purchase the System from System Owner on any such date for a purchase price equal to the Fair Market Value of the System applicable as of the date of the transfer of title to the System (“**End of Term Option to Purchase**”). Purchaser shall notify Seller in writing of its intent to purchase at least ninety (90) days and not more than one hundred eighty (180) days prior to the end of the Initial Term or Additional Term, as applicable, and the purchase shall be completed prior to the end of the Initial Term or Additional Term, as applicable. For the avoidance of doubt, the End of Term Option to Purchase shall not apply prior to the expiration of the full Initial Term.
- iii. Fair Market Value. The “**Fair Market Value**” of the System shall be determined by mutual agreement of the Parties; provided, however, if the Parties cannot agree to a Fair Market Value within thirty (30) days after Purchaser has delivered to Seller a written notice of its intent to purchase the System, the Parties shall select a nationally recognized independent appraiser with experience and expertise in the solar photovoltaic industry to determine the Fair Market Value of the System. Such appraiser shall act reasonably and in good faith to determine the Fair Market Value of the System on an installed basis and shall set forth such determination in a written opinion delivered to the Parties. The valuation made by the appraiser will be binding upon the Parties in the absence of fraud or manifest error. The costs of the appraisal shall be borne by the Parties equally.
- iv. Title Transfer; Warranties; Manuals. If Purchaser exercises a purchase option pursuant to Sections 14(b)(i) or (ii) above, title to the System and manufacturers’ warranties shall transfer to Purchaser upon System Owner’s receipt of the purchase price and execution by System Owner and Purchaser of a written instrument or agreement to effect such transfer to be negotiated between System Owner and Purchaser. The System will be sold “as is, where is, with all faults.” Upon purchase of the System, Purchaser shall assume complete responsibility for the operation and maintenance of the System and liability for the performance of (and risk of loss for) the System, and, except for any Seller obligations that survive termination under Section 19(d), System Owner will have no further liabilities or obligations hereunder for the System.

**15. Indemnification and Limitations of Liability.**

- a. General. Each Party (the “**Indemnifying Party**”) shall defend, indemnify and hold harmless the other Party, its affiliates and the other Party’s and its affiliates’ respective directors, officers, shareholders, partners, members, agents and employees (collectively, the “**Indemnified Parties**”), from and against any loss, damage, expense, liability and other claims, including court costs and reasonable attorneys’ fees (collectively, “**Liabilities**”) resulting from (i) any Claim (as defined in Section 15(c)) relating to the Indemnifying Party’s breach of any representation or warranty set forth in Section 12 and (ii) injury to or death of persons, and damage to or loss of property to the extent caused by or arising out of the negligent acts or omissions of, or the willful misconduct of, the Indemnifying Party (or its contractors, agents or employees) in connection with this Agreement; provided, however, that nothing herein will require the Indemnifying Party to indemnify the Indemnified Parties for any Liabilities to the extent caused by or arising out of the negligent acts or omissions of, or the willful misconduct of, an Indemnified Party. This Section 15(a) does not apply to Liabilities arising out of or relating to any form of Hazardous Substances or other environmental contamination, such matters being addressed exclusively by Section 15(d).
- b. Permission to Operate Indemnification. Purchaser shall defend, indemnify and hold harmless Seller Indemnified Parties from and against any Liabilities resulting from Purchaser’s breach of Purchaser’s obligations under Section 5e.
- c. Notice and Participation in Third-Party Claims. The Indemnified Party shall give the Indemnifying Party written notice with respect to any liability asserted by a third-party (a “**Claim**”), as soon as possible upon the receipt of information of any possible Claim or of the commencement of such Claim. The Indemnifying Party may assume the

defense of any Claim, at its sole cost and expense, with counsel designated by the Indemnifying Party and reasonably satisfactory to the Indemnified Party. The Indemnified Party may, however, select separate counsel if both Parties are defendants in the Claim and such defense or other form of participation is not reasonably available to the Indemnifying Party. The Indemnifying Party shall pay the reasonable attorneys' fees incurred by such separate counsel until such time as the need for separate counsel expires. The Indemnified Party may also, at the sole cost and expense of the Indemnifying Party, assume the defense of any Claim if the Indemnifying Party fails to assume the defense of the Claim within a reasonable time. Neither Party may settle any Claim covered by this Section 15(c) unless it has obtained the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. The Indemnifying Party has no liability under this Section 15(c) for any Claim for which such notice is not provided if the failure to give notice prejudices the Indemnifying Party.

**d. Environmental Indemnification.**

- i. Seller Indemnity. Seller shall indemnify, defend and hold harmless all of Purchaser's Indemnified Parties from and against all Liabilities arising out of or relating to the existence at, on, above, below or near the Premises of any Hazardous Substance (as defined in Section 15(d)(iii)) to the extent deposited, spilled or otherwise caused by Seller or any of its contractors, agents or employees.
- ii. Purchaser Indemnity. Purchaser shall indemnify, defend and hold harmless all of Seller's Indemnified Parties from and against all Liabilities arising out of or relating to the existence at, on, above, below or near the Premises of any Hazardous Substance, except (A) to the extent deposited, spilled or otherwise caused by Seller or any of its contractors, agents or employees or, (B) where the deposit, spill, or existence of the Hazardous Substance is not caused by Seller or any of its contractors or agents, to the extent the condition is known by Seller or any of its contractor or agents and is worsened as a result of the negligent acts or omissions, willful misconduct, or breach of this Agreement by Seller or any of its contractors, agents or employees.
- iii. Notice. Each Party shall promptly notify the other Party if it becomes aware of any Hazardous Substance on or about the Premises generally or any deposit, spill or release of any Hazardous Substance. "**Hazardous Substance**" means any chemical, waste or other substance (A) which now or hereafter becomes defined as or included in the definition of "hazardous substances," "hazardous wastes," "hazardous materials," "extremely hazardous wastes," "restricted hazardous wastes," "toxic substances," "toxic pollutants," "pollution," "pollutants," "regulated substances," or words of similar import under any laws pertaining to the environment, health, safety or welfare, (B) which is declared to be hazardous, toxic, or polluting by any Governmental Authority, (C) exposure to which is now or hereafter prohibited, limited or regulated by any Governmental Authority, (D) the storage, use, handling, disposal or release of which is restricted or regulated by any Governmental Authority, or (E) for which remediation or cleanup is required by any Governmental Authority.

**e. Limitations on Liability.**

- i. No Consequential Damages. Except with respect to indemnification of third-party claims pursuant to Section 15, fraud or willful misconduct, neither Party nor its directors, officers, shareholders, partners, members, agents and employees subcontractors or suppliers will be liable for any indirect, special, incidental, exemplary, or consequential loss or damage of any nature (including, without limitation, lost revenues, lost profits, lost business opportunity or any business interruption) arising out of their performance or non-performance hereunder even if advised of such. Notwithstanding the previous sentence, the Termination Payment amounts set forth in Section 6 of Exhibit 1 shall be deemed to be direct, and not indirect or consequential damages for purpose of this Section 15(e)(i).
- ii. Actual Damages. Except with respect to indemnification of Claims pursuant to this Section 15, and except as otherwise limited in Section 12(d), Seller's aggregate liability under this Agreement arising out of or in connection with the performance or non-performance of this Agreement cannot exceed \$1,000,000. The provisions of this Section 15(e)(ii) will apply whether such liability arises in contract, tort, strict liability or otherwise.

**f. EXCLUSIVE REMEDIES. TO THE EXTENT THAT THIS AGREEMENT SETS FORTH SPECIFIC REMEDIES FOR ANY CLAIM OR LIABILITY, SUCH REMEDIES ARE THE AFFECTED PARTY'S SOLE AND EXCLUSIVE REMEDIES FOR SUCH CLAIM OR LIABILITY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.**

**g. Comparative Negligence. Where negligence is determined to have been joint, contributory or concurrent, each Party**

shall bear the proportionate cost of any liability.

**16. Change in Law.**

- a. **Impacts of Change in Law.** If Seller determines that a Change in Law has occurred or will occur that has or will have a material adverse effect on Seller's rights, entitlement, obligations or costs under this Agreement, then Seller may so notify the Purchaser in writing of such Change in Law. Within thirty (30) days following receipt by the Purchaser of such notice, the Parties shall meet and attempt in good faith to negotiate such amendments to this Agreement as are reasonably necessary to preserve the economic value of this Agreement to both Parties. If the Parties are unable to agree upon such amendments within such thirty (30) day period, then Seller may terminate this Agreement and cause the System to be removed and the Premises to be restored in accordance with Section 9 without either Party having further liability under this Agreement except with respect to liabilities accrued prior to the date of termination.
- b. **Illegality or Impossibility.** If a Change in Law renders this Agreement, or Seller's performance of this Agreement, either illegal or impossible, then Seller may terminate this Agreement immediately upon notice to Purchaser without either Party having further liability under this Agreement except with respect to liabilities accrued prior to the date of termination.
- c. **"Change in Law"** means (i) the enactment, adoption, promulgation, modification or repeal after the Effective Date of any applicable law or regulation, (ii) the imposition of any material conditions on the issuance or renewal of any applicable permit after the Effective Date (notwithstanding the general requirements contained in any applicable Permit at the time of application or issue to comply with future laws, ordinances, codes, rules, regulations or similar legislation), or (iii) a change in any utility rate schedule or tariff approved by any Governmental Authority that materially alters the financial obligations of Seller under this Agreement.

**17. Assignment and Financing.**

- a. **Assignment.**
  - i. **Restrictions on Assignment.** Subject to the remainder of this Section 17(a), this Agreement may not be assigned in whole or in part by either Party without the prior written consent of the other Party, which consent may not be unreasonably withheld or delayed. Purchaser may not withhold its consent to an assignment proposed by Seller where the proposed assignee has the financial capability and experience necessary to operate and maintain solar photovoltaic systems such as the System in accordance with prudent solar industry practices in the State of California.
  - ii. **Permitted Assignments.** Notwithstanding Section 17(a)(i), Seller may, without the prior written consent of Purchaser, assign, mortgage, pledge or otherwise directly or indirectly assign its interests in this Agreement to (A) any Financing Party (as defined in Section 17(b)), (B) any entity through which Seller is obtaining financing from a Financing Party, or (C) any affiliate of Seller or any person succeeding to all or substantially all of the assets of Seller; provided, that, the assignment does not negatively affect the terms of this Agreement or Seller's ability to perform hereunder or thereunder. Seller is not released from liability hereunder as a result of any assignment to an affiliate unless the assignee assumes Seller's obligations hereunder by binding written instrument.
  - iii. **Successors and Permitted Assignees.** This Agreement is binding on and inures to the benefit of successors and permitted assignees. The restrictions on assignment contained herein do not prohibit or otherwise limit changes in control of Seller.
- b. **Financing.** The Parties acknowledge that Seller and/or System Owner may obtain debt or equity financing or other credit support from lenders, investors or other third parties (each, a "**Financing Party**") in connection with the installation, construction, ownership, operation and maintenance of the System. In furtherance of Seller's and/or System Owner's financing arrangements and in addition to any other rights or entitlements of Seller or System Owner's under this Agreement, Purchaser shall timely execute any consents to assignment (which may include notice, cure, attornment and step-in rights) or estoppels and negotiate any amendments to this Agreement that may be reasonably requested by Seller and/or System Owner or the Financing Parties; provided, that such estoppels, consents to assignment or amendments do not alter the fundamental economic terms of this Agreement.
- c. **Termination Requires Consent.** Seller and Purchaser agree that any right of Seller to terminate this Agreement is

subject to the prior written consent of any Financing Party.

**18. Confidentiality.**

- a. **Confidential Information.** To the maximum extent permitted by applicable law, if either Party provides confidential information (“**Confidential Information**”) to the other or, if in the course of performing under this Agreement or negotiating this Agreement a Party learns Confidential Information of the other Party, the receiving or learning Party shall (i) protect the Confidential Information from disclosure to third parties with the same degree of care accorded its own confidential and proprietary information, and (ii) refrain from using such Confidential Information, except in the negotiation, performance, enforcement and, in the case of Seller, financing, of this Agreement.
- b. **Permitted Disclosures.** Notwithstanding Section 18(a):
- i. A Party may provide such Confidential Information to its affiliates and to its and its affiliates’ respective officers, directors, members, managers, employees, agents, contractors, consultants and Financing Parties (collectively, “**Representatives**”), and potential direct or indirect assignees of this Agreement if such potential assignees are first bound by a written agreement or legal obligation restricting use and disclosure of Confidential Information. Each Party is liable for breaches of this provision by any person to whom that Party discloses Confidential Information.
  - ii. Confidential Information does not include any information that (A) becomes publicly available other than through breach of this Agreement, (B) is required to be disclosed to a Governmental Authority under applicable law or pursuant to a validly issued subpoena, (C) is independently developed by the receiving Party, or (D) becomes available to the receiving Party without restriction from a third party under no obligation of confidentiality. If disclosure of information is required by a Governmental Authority, the disclosing Party shall, to the extent permitted by applicable law, notify the other Party of such required disclosure promptly upon becoming aware of such required disclosure and shall reasonably cooperate with the other Party’s efforts to limit the disclosure to the extent permitted by applicable law. Notwithstanding any other provision in this Agreement, Seller and its affiliates are permitted to provide Confidential Information to the Internal Revenue Service and the United States Department of Treasury with respect to Seller satisfying the requirements for and obtaining the Elective Payment Incentive.
  - iii. Each Party hereto acknowledges and agrees that this Agreement and information and documentation provided in connection with this Agreement may be subject to the California Public Records Act (Government Code Section 7920.000 et seq.). Upon request or demand from any third person not a Party to this Agreement for production, inspection and/or copying of Confidential Information, the recipient of such request or demand shall, to the extent permissible, notify the other Party in writing in advance of any disclosure that the request or demand has been made and shall take all reasonably necessary and customary steps to protect Confidential Information that is the subject of any California Public Records Act request submitted by a third person to Purchaser, including, but not limited to, applicable exceptions described by Cal. Gov’t Code Section 7922.000.
  - iv. A Party may be required to make this Agreement or portions of this Agreement available to the public in connection with the process of seeking approval from its respective governing board of its entry into this Agreement.
  - v. Confidential Information may be disclosed by either Party to any nationally recognized credit rating agency (e.g., Moody’s Investors Service, Standard & Poor’s, or Fitch Ratings) in connection with the issuance of a credit rating for that Party, provided that any such credit rating agency agrees in writing to maintain the confidentiality of such Confidential Information.
- c. **Miscellaneous.** All Confidential Information remains the property of the disclosing Party and will be returned to the disclosing Party or destroyed (at the receiving Party’s option) after the receiving Party’s need for it has expired or upon the request of the disclosing Party. Each Party acknowledges that the disclosing Party would be irreparably injured by a breach of this Section 18 by the receiving Party or its Representatives or other person to whom the receiving Party discloses Confidential Information of the disclosing Party and that the disclosing Party may be entitled to equitable relief, including injunctive relief and specific performance, for breaches of this Section 18. To the fullest extent permitted by applicable law, such remedies shall not be deemed to be the exclusive remedies for a breach of this Section 18, but will be in addition to all other remedies available at law or in equity. The obligation of confidentiality will survive termination of this Agreement for a period of two (2) years.

- d. **Goodwill and Publicity.** Neither Party may (i) make any press release or public announcement of the specific terms of this Agreement or the use of solar or renewable energy involving this Agreement (except for filings or other statements or releases as may be required by applicable law), or (ii) use any name, trade name, service mark or trademark of the other Party in any promotional or advertising material without the prior written consent of the other Party which consent shall not be unreasonably withheld. The Parties shall coordinate and cooperate with each other when making public announcements regarding this Agreement, the System and its use, and each Party may promptly, and in any case within fourteen (14) days, review, comment upon and approve any publicity materials, press releases or other public statements before they are made. Notwithstanding the above, Seller is entitled to publish the name of Purchaser, System location, System size without obtaining the prior, written consent of Purchaser and to place signage on the Premises reflecting its association with the System.

**19. General Provisions.**

- a. **Definitions and Interpretation.** Unless otherwise defined or required by the context in which any term appears: (i) the singular includes the plural and vice versa, (ii) the words “herein,” “hereof” and “hereunder” refer to this Agreement as a whole and not to any particular section or subsection of this Agreement, (iii) references to any agreement, document or instrument mean such agreement, document or instrument as amended, restated, modified, supplemented or replaced from time to time, and (iv) the words “include,” “includes” and “including” mean include, includes and including “without limitation.” The captions or headings in this Agreement are strictly for convenience and will not be considered in interpreting this Agreement. As used in this Agreement, “dollar” and the “\$” sign refer to United States dollars.
- b. **Choice of Law; Dispute Resolution.** This Agreement and the rights and duties of the Parties hereunder shall be governed by and construed, enforced and performed in accordance with the laws of the State of California, without regard to principles of conflict of laws. In the event of a dispute, controversy, or claim arising out of or relating to this Agreement, the Parties shall confer and attempt to resolve such matter informally. If such dispute or claim cannot be resolved in this matter, then the dispute or claim shall be referred first to executive officers of the Parties for their review and resolution. If the dispute or claim still cannot be resolved by such officers, then any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California. The prevailing Party in any dispute arising out of this Agreement is entitled to reasonable attorneys’ fees and costs.
- c. **Notices.** All notices under this Agreement shall be in writing and delivered by hand, electronic mail, overnight courier, or regular, certified, or registered mail, return receipt requested, and will be deemed received upon personal delivery, acknowledgment of receipt of electronic transmission, the promised delivery date after deposit with overnight courier, or five (5) days after deposit in the mail. Notices must be sent to the person identified in this Agreement at the addresses set forth in this Agreement or such other address as either Party may specify in writing.
- d. **Survival.** Section 6 of **Exhibit 1**, and Sections 3, 4, 5(c), 7(a), (c) and (f), 9, 11, 12(c), 14, 15, 17, 18 and 19 of this **Exhibit 3** shall survive termination of this Agreement.
- e. **Further Assurances.** Each Party shall provide such information, execute and deliver any instruments and documents and to take such other actions as may be reasonably requested by the other Party to give full effect to this Agreement and to carry out the intent of this Agreement.
- f. **Waivers.** No provision or right or entitlement under this Agreement may be waived or varied except in writing signed by the Party to be bound. No waiver of any of the provisions of this Agreement will constitute a waiver of any other provision, nor will such waiver constitute a continuing waiver unless otherwise expressly provided.
- g. **Non-Dedication of Facilities.** Nothing in this Agreement may be construed as the dedication by either Party of its facilities or equipment to the public or any part thereof. Neither Party may knowingly take any action that would subject the other Party, or other Party’s facilities or equipment, to the jurisdiction of any Governmental Authority as a public utility or similar entity. Neither Party may assert in any proceeding before a court or regulatory body that the other Party is a public utility by virtue of such other Party’s performance under this Agreement. If Seller is reasonably likely to become subject to regulation as a public utility, then the Parties shall use reasonable efforts to restructure their relationship under this Agreement in a manner that preserves their relative economic interests while ensuring that Seller does not become subject to any such regulation. If the Parties are unable to agree upon such restructuring, Seller may terminate this Agreement without further liability under this Agreement except with respect to liabilities accrued prior to the date of termination and remove the System in accordance with **Section 9**.

- h. **Service Contract.** The Parties intend this Agreement to be a “service contract” within the meaning of Section 7701(e)(3) of the Code. Purchaser shall not take the position on any tax return or in any other filings suggesting that it is anything other than a purchase of electricity from the System.
- i. **No Partnership.** No provision of this Agreement may be construed or represented as creating a partnership, trust, joint venture, fiduciary or any similar relationship between the Parties. No Party is authorized to act on behalf of the other Party, and neither may be considered the agent of the other.
- j. **Entire Agreement, Modification, Invalidity, Captions.** This Agreement constitutes the entire agreement of the Parties regarding its subject matter and supersedes all prior proposals, agreements, or other communications between the Parties, oral or written. This Agreement may be modified only by a writing signed by both Parties.
- k. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be in conflict with any statute, constitutional provision, regulation or other rule of law, or is otherwise held by such court to be unenforceable for any reason whatsoever, such provision shall not be read to render and shall not have the effect of rendering this Agreement or the other provisions herein unenforceable, inoperative or invalid to any extent whatsoever. In such event, such provision shall be deemed severable from the remaining provisions of this Agreement and such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
- l. **No Third-Party Beneficiaries.** Except as otherwise expressly provided herein, this Agreement and all rights hereunder are intended for the sole benefit of the Parties hereto, and the Financing Parties to the extent provided herein or in any other agreement between a Financing Party and Seller or Purchaser, and do not imply or create any rights on the part of, or obligations to, any other Person.
- m. **Counterparts.** This Agreement may be executed in any number of separate counterparts and each counterpart will be considered an original and together comprise the same Agreement.
- n. **Electronic Signatures.** If the Parties agree, electronic signatures may be used in place of original signatures on this Agreement. Each Party intends to be bound by the signatures on the electronic document, is aware that the other Party will rely on the electronic signatures, and hereby waives any defenses to the enforcement of the terms of this Agreement based on the use of an electronic signature. After both Parties agree to the use of electronic signatures, both Parties must sign the document electronically.
- o. **No Recourse to Members of Seller.** Seller is organized as a Joint Powers Authority in accordance with the Joint Exercise of Powers Act of the State of California (Government Code Section 6500, et seq.) pursuant to its Joint Powers Agreement and is a public entity separate from its constituent members. Seller shall solely be responsible for all debts, obligations and liabilities accruing and arising out of this Agreement. Purchaser shall have no rights and shall not make any claims, take any actions or assert any remedies against any of Seller’s constituent members, or the employees, directors, officers, consultants or advisors of Seller or of its constituent members, in connection with this Agreement.

End of **Exhibit 3**



#### Exhibit 4

#### **Performance Guaranty**

In consideration for Purchaser's entering into the Solar Power Purchase Agreement between Peninsula Clean Energy Authority ("Seller") and the Purchaser related to the System at the Premises (the "PPA"), this Performance Guaranty (this "**Guaranty**") is entered into by the parties listed below (each a "**Party**" and collectively the "**Parties**") as of the date signed by Guarantor below (the "**Effective Date**").

<b>Purchaser:</b>		<b>Guarantor:</b>	
<b>Name and Address</b>	City of San Mateo 330 W. 20 <sup>th</sup> Avenue San Mateo, CA 94403	Name and Address	Peninsula Clean Energy Authority 2075 Woodside Rd. Redwood City, CA 94061 Attention: Rafael Reyes, Director of Programs
<b>Phone</b>	650-522-7210	Phone	(650) 260-0087
<b>E-mail</b>	chorrisberger@cityofsanmateo.org	E-mail	rreyes@peninsulacleanenergy.com
Project Name	Beresford Rec Center		

This Guaranty sets forth the terms and conditions of a guaranty provided by Guarantor in conjunction with the PPA. Capitalized terms not otherwise defined herein have the meanings given such terms in the PPA. The term of this Guaranty will be concurrent with the term of the PPA, except that it will not exceed the Initial Term. This Guaranty will be updated by Guarantor to reflect the as-built specifications of the System.

1. **Guaranty.** Guarantor guarantees that during the Initial Term of the PPA the System will generate not less than ninety five percent (95%) of the estimated generation of the System based on Helioscope or PVSyst ("**Estimated Production (Annual kWh)**") as set forth in **Table 1.A** below (such guaranteed generation, the "**Guaranteed Production (Annual kWh)**" set forth on **Table 1.A** below); provided that the Guaranteed Production values are subject to reasonable downward adjustment for extreme weather conditions and to the extent that Purchaser exceeds the Outage Allowance set forth in Exhibit 3, Section 6(d) of the PPA.

A. Guarantor will use local weather data to adjust the System's Guaranteed kWh, based on the following methods if available and in descending order of preference: (i) satellite data provided by a third-party vendor of Seller; or (ii) available data from a locally installed weather station at the Premises owned and properly maintained by Purchaser.

**Table 1.A,** projected production values assuming average weather conditions:

<b>Contract Year</b>	<b>Estimated Production (Annual kWh)</b>	<b>Guaranteed Production (Annual kWh)</b>
Year 1	117,645	111,763
Year 2	117,057	111,204
Year 3	116,471	110,648
Year 4	115,889	110,095
Year 5	115,310	109,544
Year 6	114,733	108,996
Year 7	114,159	108,452
Year 8	113,589	107,909
Year 9	113,021	107,370
Year 10	112,456	106,833
Year 11	111,893	106,299
Year 12	111,334	105,767
Year 13	110,777	105,238
Year 14	110,223	104,712
Year 15	109,672	104,189
Year 16	109,124	103,668
Year 17	108,578	103,149

Year 18	108,035	102,634
Year 19	107,495	102,120
Year 20	106,958	101,610

B. If at the end of each successive Contract Year the AC electricity produced by the System as measured and recorded by Seller (the “**Actual kWh**”) is *less* than the Guaranteed kWh for that Contract Year, then Guarantor shall pay Purchaser an amount equal to (i) the difference between the Guaranteed kWh and the Actual kWh, multiplied by (ii) the Performance Guarantee Payment Rate (as defined in Section 1(E)), in each case with respect to the affected Contract Year.

C. If at the end of each successive Contract Year the AC electricity produced by the System as measured and recorded by Seller (the “**Actual kWh**”) is *more* than the Guaranteed kWh for that Contract Year, then an amount equal to (i) the difference between the Actual kWh and the Guaranteed kWh, multiplied by (ii) the Performance Guarantee Payment Rate, in each case with respect to the affected Contract Year, shall be credited against and shall reduce by such amount any payments owed by Guarantor to Purchaser in the following Contract Year pursuant to Section 1(B) of this **Exhibit 4**. The amount under Section 1(C)(i) above shall be capped at one hundred and five percent (105%) of the Guaranteed kWh for the applicable Contract Year.

D. If a payment of greater than fifty dollars (\$50) is due under Section 1(B), after subtracting any credits pursuant to Section 1(C), (i) Guarantor will deliver a statement to Purchaser detailing the Guaranteed kWh and the calculation of the payment due; and (ii) the payment shall be due within ninety (90) days after the end of the Contract Year. If no payment is due, then no statement or payment will be issued.

E. “**Performance Guarantee Payment Rate**” means the Contract Price.

2. **Exclusions.** The Guaranty set forth in Section 1 does not apply to the extent of any reduced generation from the System due to the following (including the downtime required for repair, replacement or correction):

A. a Force Majeure Event, which includes (i) destruction or damage to the System or its ability to safely produce electricity not caused by Seller or its approved service providers while servicing the System (e.g., vandalism); (ii) a power or voltage surge caused by someone other than Seller, including a grid supply voltage outside of the standard range specified by the Utility; and (iii) theft of the System; and (iv) curtailment or reduction of energy production required by the Utility or grid operator.

B. Purchaser’s failure to perform, or breach of, Purchaser’s obligations under the PPA.

3. **Liquidated Damages; Waiver of Cost Savings.** The Parties agree that the payment described in Section 1(B) is a reasonable approximation of the damages suffered by Purchaser as a result of underperformance of the System, is bargained-for by the Parties, and shall be the Purchaser’s sole and exclusive remedy hereunder for underperformance of the System. Purchaser hereby disclaims, and any beneficiary of this Guaranty hereby waives, any warranty with respect to any cost savings from using the System.

4. **Incorporation of PPA Provisions.** Section 5(c) (Force Majeure), Section 17 (Assignment and Financing) and Section 19 (General Provisions) of **Exhibit 3** of the PPA and any Sections referenced therein are incorporated into this Guaranty as if any reference therein to “Agreement” were to this Guaranty and any reference to “Parties” were to the Parties to this Guaranty.

**Guarantor:**

**Signature:**

Printed Name: Shawn Marshall

Title: Chief Executive Officer

**Date:**

**Purchaser:**

**Signature:**

**Printed Name:**

**Title:**

**Date:**



**Electric Sample Form No. 79-1220-02**

Sheet 1

Interconnection Agreement for Net Energy Metering 2 (NEM2) of a Renewable Electric Generating Facility of 1,000 kW or Less, Except NEM2 Solar or Wind Facilities of 30 kW or Less, and Virtual Net Energy Metering (NEM2V) of a Renewable Electric Generating Facility of 1,000 kW or Less

**Please Refer to Attached  
Sample Form**

(Continued)

*Advice* 6976-E  
*Decision*

*Issued by*  
**Meredith Allen**  
*Vice President, Regulatory Affairs*

<i>Submitted</i>	June 30, 2023
<i>Effective</i>	June 30, 2023
<i>Resolution</i>	



Pacific Gas and  
Electric Company®

# INTERCONNECTION AGREEMENT FOR NET ENERGY METERING 2 (NEM2) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS, EXCEPT NEM2 SOLAR OR WIND FACILITIES OF 30 KW OR LESS, AND VIRTUAL NET ENERGY METERING (NEM2V) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS

This INTERCONNECTION AGREEMENT FOR NET ENERGY METERING 2 (NEM) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS, EXCEPT NEM2 SOLAR OR WIND FACILITIES OF 30 KW OR LESS, AND VIRTUAL NET ENERGY METERING (NEM2V) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS (Agreement)<sup>1</sup> is entered into by and between \_\_\_\_\_ (Customer-Generator), and Pacific Gas and Electric Company (PG&E), a California Corporation. Customer-Generator and PG&E are sometimes also referred to in this Agreement jointly as “Parties” or individually as “Party.” In consideration of the mutual promises and obligations stated in this Agreement and its attachments, the Parties agree as follows:

## 1. SCOPE AND PURPOSE

- 1.1 This Agreement provides for Customer-Generator to interconnect and operate a Renewable Electrical Generation Facility as defined in Schedule NEM2 (if this is a NEM2 Solar or Wind Generating Facility less than 30 kW, please use form 79-1151A-02) (Generating Facility) in parallel with PG&E’s Electric System to serve the electrical loads connected to the electric service account that PG&E uses to interconnect Customer-Generator’s Generating Facility. Customer-Generator’s Generating Facility is intended primarily to offset part or all of the Customer-Generator’s own electrical requirements. Consistent with, and in order to effectuate, the provisions of Sections 2827 of the California Public Utilities Code and PG&E’s electric rate Schedule NEM2 (NEM2), Parties enter into this Agreement. This Agreement applies to the Customer-Generator’s Generating Facilities identified below with the specified characteristics and generating capacity, and does not allow interconnection or operation of facilities different than those described.

## 2. SUMMARY AND DESCRIPTION OF CUSTOMER-GENERATOR’S GENERATING FACILITY AND DESIGNATION OF OTHERWISE-APPLICABLE RATE SCHEDULE

- 2.1 A description of the Generating Facility, including a summary of its significant components, and a single-line diagram showing the general arrangement of how Customer-Generator’s Generating Facility and loads are interconnected with PG&E’s Electric System, is attached to and made a part of this Agreement. (This description is supplied by Customer-Generator as Appendix A).
- 2.2 Generating Facility identification number: \_\_\_\_\_ (Assigned by PG&E).

<sup>1</sup> Additional forms are available on PG&E’s website at <http://www.pge.com/gen>).



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2.3 Customer-Generator's electric service agreement ID number: \_\_\_\_\_  
(Assigned by PG&E).

2.4 Name and address used by PG&E to locate the electric service account used to  
interconnect the Generating Facility with PG&E's Electric System:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

2.5 The Gross Nameplate Rating of the Generating Facility: \_\_\_\_\_ kW.

2.6 The Net Nameplate Rating of the Generating Facility: \_\_\_\_\_ kW.

2.7 The expected annual energy production of the Generating Facility is \_\_\_\_\_ kWh.

2.8 Customer-Generator's otherwise-applicable rate schedule as of the execution of this  
Agreement is \_\_\_\_\_.

2.9 The Generating Facility's expected date of Initial Operation is \_\_\_\_\_.  
The expected date of Initial Operation shall be within two years of the date of this  
Agreement.

2.10 Smart Inverters - For Customer-Generator applications received on or after September  
9, 2017, the Customer-Generator certifies that their inverter-based Generating  
Facilities fully comply with Section Hh of Rule 21, including configuration of protective  
settings and default settings, in accordance with the specifications therein.

Distribution Provider may require a field verification of the Customer-Generator's  
inverter. Customer-Generator further agrees to cooperate fully with any such request  
and make their inverter available to the Distribution Provider for such verification.  
Customer-Generator understands that in the event the inverter is not set in accordance  
with Section Hh of Rule 21, Customer-Generator will need to cease operation of  
generating facility until verification is confirmed by Distribution Provider.

(Solar inverter models and firmware versions that comply with Rule 21 Section Hh can  
be found at <https://www.energy.ca.gov/programs-and-topics/topics/renewable-energy/solar-equipment-lists>.)

Verification of compliance with such requirements shall be provided by the Customer-  
Generator upon request by PG&E in accordance with PG&E's Electric Rule 21.

An "existing inverter" is defined as an inverter that is a component of an existing  
Generating Facility that meets one or more of the following conditions:

- (a) it is already approved by PG&E for interconnection prior to September 9, 2017
- (b) the Customer-Generator has submitted the interconnection application prior to  
September 9, 2017,
- (c) the Customer-Generator provides evidence of having applied for an electrical  
permit for the Generating Facility installation that is dated prior to September 9,



# INTERCONNECTION AGREEMENT FOR NET ENERGY METERING 2 (NEM2) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS, EXCEPT NEM2 SOLAR OR WIND FACILITIES OF 30 KW OR LESS, AND VIRTUAL NET ENERGY METERING (NEM2V) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS

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2017 and submitted a complete interconnection application<sup>2</sup> no later than March 31, 2018, or

(d) the Customer-Generator provides evidence of a final inspection clearance from the governmental authority having jurisdiction over the Generating Facility prior to September 9, 2017.

All “existing inverters” are not required to be Smart Inverters and are only subject to Section H of Rule 21. Customer-Generator replacing an “existing inverter” certifies it is being replaced with either:

- (i) inverter equipment that complies with Section Hh of Rule 21, (encouraged); or
- (ii) a conventional inverter that is of the same size and equivalent ability to that of the inverter being replaced, as allowed in Rule 21 Section H.3.d.ii.

### 3. DOCUMENTS INCLUDED AND DEFINED TERMS

3.1 This Agreement includes the following exhibits that are specifically incorporated herein and made a part of this Agreement.

Appendix A	Description of Generating Facility and Single-Line Diagram (Supplied by Customer-Generator).
Appendix B	A Copy of <i>PG&amp;E's Agreement for Installation or Allocation of Special Facilities</i> (Forms 79-255, 79-280, 79-702) or <i>Agreements to Perform Any Tariff Related Work</i> (62-4527), if applicable (Formed by the Parties).
Appendix C	Schedule NEM2 / NEM2V Customer-Generator Warranty That it Meets the Requirements for an Eligible Customer-Generator and Is an Eligible Renewable Electrical Generation Facility Pursuant to Section 2827 of the California Public Utilities Code (if applicable).
Appendix D	NEM2 Load Aggregation Customer-Generator Declaration Warranting NEM2 Aggregation Is Located On Same or Adjacent or Contiguous Property to Generator Parcel (if applicable)
Appendix E	Customer-Generator Affidavit Warranting That NEM2V Arrangement Is Sized to Load (if applicable)
Appendix F	NEMV, NEM2V, Storage (if applicable)

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<sup>2</sup> A complete application consists all of the following without deficiencies:

1. A completed Interconnection Application including all supporting documents and required payments, (continued next page)
2. A completed signed Interconnection Agreement,
3. Evidence of the Customer-Generator final inspection clearance from the governmental authority having jurisdiction over the generating system.



# INTERCONNECTION AGREEMENT FOR NET ENERGY METERING 2 (NEM2) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS, EXCEPT NEM2 SOLAR OR WIND FACILITIES OF 30 KW OR LESS, AND VIRTUAL NET ENERGY METERING (NEM2V) OF A RENEWABLE ELECTRIC GENERATING FACILITY OF 1,000 KW OR LESS

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## Appendix G Operating Requirements for Energy Storage Device(s) (when applicable)

In addition, PG&E Electric Tariff Rules and Rates, including but not limited to Electric Rules 2, 14, 15, 16, and 21, Schedule NEM2 (if applicable), Schedule NEM2V (if applicable) and Customer-Generator's otherwise-applicable rate schedule, available at PG&E's website at [www.pge.com](http://www.pge.com) or by request, are specifically incorporated herein and made part of this Agreement.

- 3.2 When initially capitalized, whether in the singular or in the plural, the terms used herein shall have the meanings assigned to them either in this Agreement or in PG&E's Electric Rule 21, Section C.

## 4. TERM AND TERMINATION

- 4.1 This Agreement shall become effective as of the last date entered in Section 20 below. The Agreement shall continue in full force and effect until the earliest date that one of the following events occurs:
- (a) The Parties agree in writing to terminate the Agreement.
  - (b) Unless otherwise agreed in writing by the Parties, at 12:01 A.M. on the day following the date the electric service account through which Customer-Generator's Generating Facility is interconnected to PG&E is closed or terminated.
  - (c) At 12:01 A.M. on the 61<sup>st</sup> day after Customer-Generator or PG&E provides written Notice pursuant to Section 10 below to the other Party of Customer-Generator's or PG&E's intent to terminate this Agreement.
- 4.2 Customer-Generator may elect to terminate this Agreement pursuant to the terms of Section 4.1(c) for any reason. PG&E may elect to terminate this Agreement pursuant to the terms of Section 4.1(c) for one or more of the following reasons:
- (a) A change in applicable rules, tariffs, or regulations, as approved or directed by the Commission, or a change in any local, state or federal law, statute or regulation, either of which materially alters or otherwise affects PG&E's ability or obligation to perform PG&E's duties under this Agreement; or,
  - (b) Customer-Generator fails to take all corrective actions specified in PG&E's Notice that Customer-Generator's Generating Facility is out of compliance with the terms of this Agreement within the time frame set forth in such Notice; or,
  - (c) Customer-Generator abandons the Generating Facility. PG&E shall deem the Generating Facility to be abandoned if PG&E determines, in its sole opinion, the Generating Facility is nonoperational and Customer-Generator does not provide a substantive response to PG&E Notice of its intent to terminate this Agreement as a result of Customer-Generator's apparent abandonment of the Generating Facility affirming Customer-Generator's intent and ability to continue to operate the Generating Facility; or,
  - (d) Customer-Generator's Generating Facility ceases to meet all applicable safety and performance standards set out in Section 5.





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LESS

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- 4.3 Notwithstanding any other provisions of this Agreement, PG&E shall have the right to unilaterally file with the Commission, pursuant to the Commission's rules and regulations, an application to terminate this Agreement.
- 4.4 Any agreements attached to and incorporated into this Agreement shall terminate concurrently with this Agreement unless the Parties have agreed otherwise in writing.

**5. GENERATING FACILITY REQUIREMENTS**

- 5.1 Customer-Generator's Generating Facility must meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Commission regarding safety and reliability including Rule 21.
- 5.2 Customer-Generator shall: (a) maintain the Generating Facility and Interconnection Facilities in a safe and prudent manner and in conformance with all applicable laws and regulations including, but not limited to, Section 5.1, and (b) obtain any governmental authorizations and permits required for the construction and operation of the Generating Facility and Interconnection Facilities. Customer-Generator shall reimburse PG&E for any and all losses, damages, claims, penalties, or liability it incurs as a result of Customer-Generator's failure to obtain or maintain any governmental authorizations and permits required for construction and operation of Customer-Generator's Generating Facility.
- 5.3 Customer-Generator shall not commence parallel operation of the Generating Facility until PG&E has provided express written approval. Such approval shall normally be provided no later than thirty (30) business days following PG&E's receipt of: (1) a completed *Rule 21 Generator Interconnection Application* (Form 79-1174-02), including all supporting documents and payments as described in the Application; (2) a signed and completed *INTERCONNECTION AGREEMENT FOR A NET ENERGY METERING (NEM2/NEM2V) OF A RENEWABLE ELECTRICAL GENERATION FACILITY OF 1,000 KW OR LESS, EXCEPT SOLAR OR WIND* (Form 79-XXXX-02); and (3) a copy of the Customer-Generator's final inspection clearance from the governmental authority having jurisdiction over the Generating Facility. Such approval shall not be unreasonably withheld. PG&E shall have the right to have representatives present at the Commissioning Test as defined in Rule 21. Customer-Generator shall notify PG&E at least five (5) business days prior to the initial testing.
- 5.4 In order to promote the safety and reliability of the customer Generating Facility, the applicant certifies that as a part of each interconnection request for NEM2, that all major solar system components are on the verified equipment list maintained by the California Energy Commission and certifies that other equipment, as determined by PG&E, has safety certification from a nationally recognized testing laboratory.
- 5.5 Applicant certifies as a part of each interconnection request for NEM2 that
- (i) a warranty of at least 10 years has been provided on all equipment and on its installation, or
  - (ii) a 10-year service warranty or executed "agreement" has been provided ensuring proper maintenance and continued system performance.





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- 5.6 Customers on this tariff must pay for the interconnection of their Generation Facilities as provided in Electric Rule 21, pursuant to Decision 16-01-044.

**6. INTERCONNECTION FACILITIES**

- 6.1 Customer-Generator and/or PG&E, as appropriate, shall provide Interconnection Facilities that adequately protect PG&E's Electric System, personnel, and other persons from damage or injury, which may be caused by the operation of Customer-Generator's Generating Facility.
- 6.2 Customer-Generator shall be solely responsible for the costs, design, purchase, construction, permitting, operation, and maintenance of the Interconnection Facilities that Customer-Generator owns.
- 6.3 If the provisions of PG&E's Electric Rule 21, or any other tariff or rule approved by the Commission, require PG&E to own and operate a portion of the Interconnection Facilities, Customer-Generator and PG&E shall promptly execute an Special Facilities Agreement that establishes and allocates responsibility for the design, installation, operation, maintenance, and ownership of the Interconnection Facilities. This Special Facilities Agreement shall be attached to and made a part of this Agreement as Appendix B.

**7. LIMITATION OF LIABILITY**

Each Party's liability to the other Party for any loss, cost, claim, injury, liability, or expense, including reasonable attorney's fees, relating to or arising from any act or omission in its performance of this agreement, shall be limited to the amount of direct damage actually incurred. In no event shall either Party be liable to the other Party for any indirect, special, consequential, or punitive damages of any kind whatsoever.

**8. INSURANCE**

- 8.1. Customer-Generator Facility is required to comply with standards and rules set forth in Section 5 and provide the following for insurance policies in place.

- (a) For NEM2V Customer-Generators only, to the extent that Customer-Generator has currently in force property insurance and commercial general liability or personal liability insurance, Customer-Generator agrees that it will maintain such insurance in force for the duration of this Agreement in no less amounts than those currently in effect. Pacific Gas and Electric Company shall have the right to inspect or obtain a copy of the original policy or policies of insurance prior to commencing operation. As long as Customer-Generator meets the requirements of this Section 8.1(a), Customer-Generator shall not be required to purchase any additional liability insurance.

☐ I have insurance. I hereby certify that there is presently insurance coverage in the amount of \$\_\_\_\_\_ for the Schedule NEM2V Generating Facility location.



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Insuring Company's Name: \_\_\_\_\_

Insurance Policy # \_\_\_\_\_

- ☐ I do not have insurance. I hereby certify that there is presently \$0 (zero) dollars of insurance for the Schedule NEM2V Generating Facility location.

- 8.2. Customer-Generator shall furnish the required certificates and all endorsements to PG&E prior to Parallel Operation.
- 8.3. The certificate shall provide thirty (30) calendar days' written notice to PG&E prior to cancellation, termination, alteration, or material change of such insurance.
- 8.4. PG&E shall have the right to inspect or obtain a copy of the original policy or policies of insurance.

If at any time during this agreement the Customer-Generator fails to meet the requirements in Section 5, the following insurance shall apply:

Customer-Generator shall procure and maintain a commercial general liability insurance policy at least as broad as the Insurance Services Office (ISO) commercial general liability coverage "occurrence" form; or, if Customer-Generator is an individual, then liability coverage with respect to premises and use at least as broad as the ISO homeowners' or personal liability Insurance occurrence policy form, or substitute, providing equivalent coverage no less than the following limits, based on generator size:

- (a) Two million dollars (\$2,000,000) for each occurrence if the Gross Nameplate Rating of the Generating Facility is greater than one hundred (100) kW; or
- (b) One million dollars (\$1,000,000) for each occurrence if the Gross Nameplate Rating of the Generating Facility is greater than twenty (20) kW and less than or equal to one hundred (100) kW; or
- (c) Five hundred thousand dollars (\$500,000) for each occurrence if the Gross Nameplate Rating of the Generating Facility is twenty (20) kW or less;
- (d) Two hundred thousand dollars (\$200,000) for each occurrence if the Gross Nameplate Rating of the Generating Facility is ten (10) kW or less and the Generating Facility is connected to an account receiving residential service from PG&E.

The insurance shall, by endorsement:

- (a) Add PG&E as an additional insured;
- (b) State that coverage provided is primary and is not in excess to or contributing with any insurance or self-insurance maintained by PG&E.
- (c) Contain a severability of interest clause or cross-liability clause



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- 8.5. If Customer-Generator's Generating Facility is connected to an account receiving residential service from PG&E and the requirement of Section 8.1 prevents Customer-Generator from obtaining the insurance required in this Section, then upon Customer-Generator's written Notice to PG&E in accordance with Section 10.1, the requirements of Section 8.1 may be waived.
- 8.6. Customer-Generator may self-insure with approval from PG&E. Evidence of an acceptable plan to self-insure, at least thirty (30) calendar days' prior to operations shall be submitted. Customer-Generators such as state agencies that self-insure under this section are exempt from Section 8.1.

If Customer-Generator ceases to self-insure to the level required hereunder, or if Customer-Generator is unable to provide continuing evidence of Customer-Generator's ability to self-insure, Customer-Generator agrees to immediately obtain the coverage required under agreement.

- 8.7. All required certificates, endorsements or letters of self-insurance shall be issued and submitted via email or mail to the following:

Pacific Gas and Electric Company  
Attn: Electric Grid Interconnection – Contract Management  
300 Lakeside Drive, Suite 210  
Oakland, CA 94612  
Email: [EGIContractMgmt@pge.com](mailto:EGIContractMgmt@pge.com)

**9. INDEMNITY FOR FAILURE TO COMPLY WITH INSURANCE PROVISIONS**

- 9.1 If Customer-Generator fails to comply with the insurance provisions of this Agreement, Customer-Generator shall, at its own cost, defend, save harmless and indemnify PG&E, its directors, officers, employees, agents, assignees, and successors in interest from and against any and all loss, liability, damage, claim, cost, charge, demand, or expense of any kind or nature (including attorney's fees and other costs of litigation) resulting from the death or injury to any person or damage to any property, including the personnel and property of the utility, to the extent that the utility would have been protected had Customer-Generator complied with all such insurance provisions. The inclusion of this Section 9.1 is not intended to create any expressed or implied right in Customer-Generator to elect not to provide any such required insurance.
- 9.2 The provisions of this Section 9 shall not be construed to relieve any insurer of its obligations to pay any insurance claims in accordance with the provisions of any valid insurance policy.



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**10. NOTICES**

- 10.1 Any written notice, demand, or request required or authorized in connection with this Agreement (Notice) shall be deemed properly given if delivered in person or sent by first class mail, postage prepaid, to the person specified below:

If to PG&E: Pacific Gas and Electric Company  
Attention: Electric Grid Interconnection – Contract Management  
300 Lakeside Drive, Suite 210  
Oakland, CA 94612  
Email: [EGContractMgmt@pge.com](mailto:EGContractMgmt@pge.com)

If to Customer-Generator:

Customer-Generator Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_  
FAX:(\_\_\_\_\_) \_\_\_\_\_

- 10.2 A Party may change its address for Notices at any time by providing the other Party notice of the change in accordance with Section 10.1.
- 10.3 The Parties may also designate operating representatives to conduct the daily communications, which may be necessary or convenient for the administration of this Agreement. Such designations, including names, addresses, and phone numbers may be communicated or revised by one Party's Notice to the other.

**11. REVIEW OF RECORDS AND DATA**

- 11.1 PG&E shall have the right to review and obtain copies of Customer-Generator's operations and maintenance records, logs, or other information such as Generating Facility availability, maintenance outages, circuit breaker operation requiring manual reset, relay targets and unusual events pertaining to Customer-Generator's Generating Facility or its interconnection to PG&E.
- 11.2 Customer-Generator authorizes to release to the California Energy Commission (CEC) information regarding Customer-Generator's facility, including customer name and Generating Facility location, size, and operational characteristics, as requested from time to time pursuant to the CEC's rules and regulations.

**12. ASSIGNMENT**

Customer-Generator shall not voluntarily assign its rights nor delegate its duties under this Agreement without PG&E's written consent. Any assignment or delegation Customer-Generator makes without PG&E's written consent shall not be valid. PG&E shall not unreasonably withhold its consent to Customer-Generator's assignment of this Agreement.



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**13. NON-WAIVER**

None of the provisions of this Agreement shall be considered waived by a Party unless such waiver is given in writing. The failure of a Party to insist in any one or more instances upon strict performance of any of the provisions of this Agreement or to take advantage of any of its rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights for the future, but the same shall continue and remain in full force and effect.

**14. DISPUTES**

**14.1 Dispute Resolution**

Any dispute arising between the Parties regarding a Party's performance of its obligations under this Agreement or requirements related to the interconnection of the Generating Facility shall be resolved according to the procedures in Rule 21.

**15. REVIEW OF RECORDS AND DATA**

**15.1 Applicable Tax Laws and Regulation**

The Parties agree to follow all applicable tax laws and regulations, consistent with CPUC policy and Internal Revenue Service requirements.

**15.2 Maintenance of Tax Status**

Each Party shall cooperate with the other to maintain the other Party's tax status. Nothing in this Agreement is intended to adversely affect the Distribution Provider's tax exempt status with respect to the issuance of bonds including, but not limited to, local furnishing bonds

**16. GOVERNING LAW, JURISDICTION OF COMMISSION, INCLUSION OF PG&E's TARIFF SCHEDULES AND RULES**

**16.1** This Agreement shall be interpreted, governed, and construed under the laws of the State of California as if executed and to be performed wholly within the State of California without giving effect to choice of law provisions that might apply to the law of a different jurisdiction.

**16.2** This Agreement shall, at all times, be subject to such changes or modifications by the Commission as it may from time to time direct in the exercise of its jurisdiction.

**16.3** The interconnection and services provided under this Agreement shall at all times be subject to the terms and conditions set forth in the Tariff Schedules and Rules applicable to the electric service provided by PG&E, which Tariff Schedules and Rules are hereby incorporated into this Agreement by this reference.

**16.4** Notwithstanding any other provisions of this Agreement, PG&E shall have the right to unilaterally file with the Commission, pursuant to the Commission's rules and regulations, an application for change in rates, charges, classification, service, tariff or rule or any agreement relating thereto.



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**17. CRD POWER CONTROL SYSTEM CERTIFICATION**

When applicable, Customer-Generator confirms that the Renewable Electrical Generation Facility including Energy Storage over 10 kW that has received UL 1741 CRD for Power Control Systems (PCS) certification will comply with either No Grid Charge or No Storage Export as defined in Schedule NEM2.

**18. AMENDMENT AND MODIFICATION**

This Agreement can only be amended or modified in writing, signed by both Parties.

**19. ENTIRE AGREEMENT**

This Agreement, including any incorporated Tariff Schedules and Rules, contains the entire Agreement and understanding between the Parties, their agents, and employees as to the subject matter of this Agreement. Each party also represents that in entering into this Agreement, it has not relied on any promise, inducement, representation, warranty, agreement or other statement not set forth in this Agreement or in the incorporated Tariff Schedules and Rules.

**20. SIGNATURES**

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective as of the last date set forth below.

	<b><u>PACIFIC GAS AND ELECTRIC COMPANY</u></b>
<i>(Customer-Generator's Name)</i>	
<i>(Signature)</i>	<i>(Signature)</i>
<i>(Print Name)</i>	<i>(Print Name)</i>
<i>(Title)</i>	<i>(Title)</i>
<i>(Date)</i>	<i>(Date)</i>



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APPENDIX A

DESCRIPTION OF GENERATING FACILITY  
AND SINGLE-LINE DIAGRAM

(Provided by Customer-Generator)



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APPENDIX B (If Applicable)

Any Rule 2 or Rule 21 Agreements for the Installation or Allocation of  
Special Facilities (Forms 79-255, 79-280, 79-702) or Agreements to  
Perform Any Tariff Related Work (62-4527)  
(Formed between the Parties)





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NET ENERGY METERING 2 (NEM2)  
OF A RENEWABLE ELECTRIC GENERATING FACILITY  
OF 1,000 KW OR LESS, EXCEPT NEM2 SOLAR OR WIND  
FACILITIES OF 30 KW OR LESS, AND VIRTUAL NET  
ENERGY METERING (NEM2V) OF A RENEWABLE  
ELECTRIC GENERATING FACILITY OF 1,000 KW OR  
LESS

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APPENDIX C

(NOT APPLICABLE TO SOLAR AND/OR WIND)

SCHEDULE NEM2 CUSTOMER-GENERATOR WARRANTY THAT IT  
MEETS THE REQUIREMENTS FOR AN ELIGIBLE CUSTOMER-  
GENERATOR AND IS AN ELIGIBLE RENEWABLE ELECTRICAL  
GENERATION FACILITY PURSUANT TO SECTION 2827 OF THE  
CALIFORNIA PUBLIC UTILITIES CODE

(This Affidavit is required every time a new NEM2 or NEM2V interconnection agreement for a  
Renewable Electrical Generation Facility is executed or whenever there is a change in ownership of  
the Generating Facility)

Check Type of Renewable Electrical Generation Facility:

<input type="checkbox"/> biomass	<input type="checkbox"/> geothermal	<input type="checkbox"/> municipal solid waste
<input type="checkbox"/> solar thermal	<input type="checkbox"/> fuel cell	<input type="checkbox"/> landfill gas
<input type="checkbox"/> small hydroelectric generation	<input type="checkbox"/> ocean wave	<input type="checkbox"/> digester gas
<input type="checkbox"/> ocean thermal	<input type="checkbox"/> tidal current	

NEM2 / NEM2V Customer-Generator (Customer) declares that

- (1) it meets the requirements to be an "Eligible Customer-Generator" and its Generating Facility.
- (2) (a) meets the requirements of an "Renewable Electrical Generation Facility", as defined in Section 2827(b)(5) of the California Public Utilities Code and  
(b) satisfies the definitions of the renewable resource for the Renewable Electrical Generation Facility in the latest version of the California Energy Commission's (CEC's) Renewables Portfolio Standard (RPS) Eligibility Guidebook and the Overall Program Guidebook.<sup>3</sup> (Eligibility Requirements).

Included in these eligibility requirements (check as applicable) pursuant to Public Utilities Code section 2827(b)(5) and Public Resource Code Section 25741 paragraph 1(a):

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<sup>3</sup> The RPS Guidebooks can be found at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard>



INTERCONNECTION AGREEMENT FOR  
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LESS

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☐ If the Renewable Electrical Generation Facility is a fuel cell, or otherwise uses renewable biogas or otherwise, Eligible Customer-Generator warrants that the fuel cell is powered solely with renewable fuel.

☐ If the Renewable Electrical Generation Facility is a Small hydroelectric generating facility, customer warrants that it will not cause an adverse impact on instream beneficial uses, nor cause a change in the volume or timing of streamflow).

If the Customer uses biogas or a renewable fuel as the fuel for their Renewable Electric Generation Facility:

☐ Eligible Customer-Generator warrants that the Renewable Generation Facility is powered solely with renewable fuel.

Eligible Customer-Generator warrants that, beginning on the date of Initial Operation and continuing throughout the term of this Agreement, Eligible Customer-Generator and the Generating Facility shall continue to meet the Eligibility Requirements. If Eligible Customer-Generator or the Generating Facility ceases to meet the Eligibility Requirements, Eligible Customer-Generator shall promptly provide PG&E with Notice of such change pursuant to Section 10 of this Agreement. If at any time during the term of this Agreement PG&E determines, at its sole discretion, that Eligible Customer-Generator or Generating Facility may no longer meet the Eligibility Requirements, PG&E may require Eligible Customer-Generator to provide evidence that Eligible Customer-Generator and/or Generating Facility continues to meet the Eligibility Requirements, within 15 business days of PG&E's request for such evidence. Additionally, PG&E may periodically (typically, once per year) inspect Producer's Generating Facility and/or require documentation from Eligible Customer-Generator to monitor the Generating Facility's compliance with the Eligibility Requirements. If PG&E determines at its sole judgment that Eligible Customer-Generator either failed to provide evidence in a timely manner or that it provided insufficient evidence that its Generating Facility continues to meet the Eligibility Requirements, then the Eligibility Status shall be deemed ineffective until such time as Eligible Customer-Generator again demonstrates to PG&E's reasonable satisfaction that Eligible Customer-Generator meets the requirements for an Eligible Customer-Generator and/or the Generating Facility meets the requirements for a Eligible electrical generating facility (the Eligibility Status Change).

PG&E shall revise its records and the administration of this Agreement to reflect the Eligibility Status Change and provide Notice to Eligible Customer-Generator of the Eligibility Status Change pursuant to Section 10 of this Agreement. Such Notice shall specify the effective date of the Eligibility Status Change. This date shall be the first day of the calendar year for which PG&E determines in its sole discretion that the Eligible Customer-Generator and/or Generating Facility first ceased to meet the Eligibility Requirements. PG&E shall invoice the Eligible Customer-Generator for any tariff charges that were not previously billed during the period between the effective date of the Eligibility Status Change and the date of the Notice in reliance upon Eligible Customer-Generator's representations that Eligible Customer-Generator and/or Generating Facility complied with the Eligibility Requirements and therefore was eligible for the rate treatment available under the Net Energy Metering provisions of PG&E's Schedule NEM2 or NEM2V, Net Energy Metering Service for Eligible Customer-Generators.



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LESS

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Any amounts to be paid or refunded by Eligible Customer-Generator, as may be invoiced by PG&E pursuant to the terms of this warranty, shall be paid to PG&E within 30 days of Eligible Customer-Generator's receipt of such invoice.

Unless otherwise ordered by the CPUC, this Agreement at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

I certify the above is true and correct,

Customer-Generator Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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ELECTRIC GENERATING FACILITY OF 1,000 KW OR  
LESS

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APPENDIX D  
NEM2 LOAD AGGREGATION APPENDIX  
(If Applicable)

Customer-Generator Declaration Warranting NEM2 Aggregation Is  
Located on Same or Adjacent or Contiguous Property to Generator  
Parcel

In accordance with Schedule NEM2, I, Customer-Generator represent and warrant under penalty of perjury that:

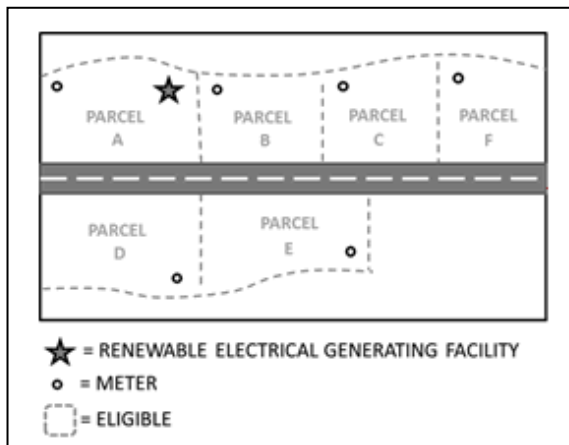
1) The total annual output in kWh of the generator is less than or equal to 100% of the annual aggregated electrical load in kWh of the meters within the arrangement, including the load on the generating account itself (before being offset by the generator), and including any estimated future additional load; and

2) Each of the aggregated account meters associated with this NEM2 generator account are located either:

(i) on the property where the renewable electrical generation facility is located, or

(ii) are located within an unbroken chain of contiguous parcels that are all solely owned, leased or rented by the customer-generator. For purposes of Load Aggregation, parcels that are divided by a street, highway, or public thoroughfare are considered contiguous, provided they are within an

unbroken chain of otherwise contiguous parcels that are all solely owned leased or rented by the customer-generator.



For example, assume there are five parcels (A, B, C, D, E, and F) that form a cluster of contiguous parcels and D and E are separated from A, B, C and F by a street, highway, or public thoroughfare. For the purposes of participating in Load Aggregation, all five parcels are considered contiguous, provided they are otherwise contiguous and all are solely owned, leased or rented by the customer-generator. Refer to the diagram at left (for illustrative purposes only.)

3) PG&E reserves the right to request a parcel map to confirm the property meets the requirements of 2) above; and

4) Customer-Generator agrees to notify PG&E if there is any change of status that makes any of the participating meters ineligible for meter aggregation to ensure that only eligible meters are participating; PG&E will require an updated Appendix and Declaration form; and



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LESS

---

5) Upon request by PG&E, I agree to provide documentation that all aggregated meters meet the requirements of Rate Schedule NEM2 Special Condition 6 including but not limited to parcel maps and ownership records.

---

*Customer Generator's Name*

---

*Signature*

---

*Date*

---

*Type/Print Name*



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LESS

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APPENDIX E  
(If Applicable)  
CUSTOMER-GENERATOR AFFIDAVIT WARRANTING THAT NEM2V  
ARRANGEMENT IS SIZED TO LOAD

In accordance with Schedule NEM2V, I, Customer-Generator warrant that:

- 1) the Generator Account associated with this NEM2V agreement is sized to offset no more than part or all of the annual usage (kWh) requirements of all the Benefitting Accounts included in this NEM2V Arrangement, and
- 2) the Eligible Allocation Percentage established for each Benefitting Account is sized to offset no more than part or all of the annual usage (kWh) requirement for that specific Benefitting Account.

Service Address of Generator:

---

---

---

*Customer Generator's Name*

---

*Signature*

---

*Date*

---

*Type/Print Name*

---

*Title*



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LESS

---

APPENDIX F  
(If Applicable)  
NEMV, NEM2V Storage

Applicants adding storage pursuant to Schedules NEMV, NEM2V under the Special Condition for storage must include proper documentation per PG&E's Distribution Interconnection Handbook (DIH).



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LESS

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APPENDIX G

Operating Requirements for Energy Storage Device(s)  
(when applicable)

The following Operating Requirement(s) apply to the charging functions of the Generating Facility:

- ☐ Producer's storage device(s) will not consume power from Distribution Provider's Distribution System at any time.
- ☐ Producer's storage device(s) will not cause the Host Load to exceed its normal peak demand. Normal peak demand is defined as the highest amount of power required from the Distribution System by Producer's complete facilities without the influence or use of the energy storage device(s).
- ☐ To avoid upgrades or other technical mitigation items identified in the interconnection process, Producer has chosen the following Generating Facility operating constraint(s):

For the annual period between \_\_\_\_\_ [Month/Day] and \_\_\_\_\_ [Month/Day]

And during the hours of \_\_\_\_\_

The storage device(s) will consume no more than a total of \_\_\_\_ kW from the Distribution System.

This operating constraint voids the need for the following specific mitigation scope:


No other charging function limitation is required for this Generating Facility except the requirements above. Producer will be responsible for the costs of the corresponding upgrades or other technical mitigations if at any time the Producer elects to forego or violates the operating requirement.

Consistent with current load service Rules, Distribution Provider is not required to reserve capacity for load. Producer is responsible to contact the utility for any modification to its equipment or change in operations that may result in increased load demand per Electric Rule 3.C.

If any operating requirement is specified above, Distribution Provider reserves the right to ask for data at the 15-minute interval level at any time to verify that the operating requirement is being met.





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LESS

---

Distribution Provider will make such request via a written notice no more than once per calendar quarter. Producer must provide such data within 30 Calendar Days of the written request.

If the Generating Facility fails to adhere to the operating requirements at any time, it will be disconnected immediately in accordance with Rule 21 Section D.9 and not reconnected until an approved mitigation (e.g., supervising controls) is in place as determined by Distribution Provider.



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

---

Agenda Number: 12

Section Name: CONSENT CALENDAR

Account Number: 10-201:

File ID: 24-8521

---

**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** Finance Department

**MEETING DATE:** March 18, 2024

**SUBJECT:**

Fiscal Year 2022-23 Annual Comprehensive Financial Report - Acceptance

**RECOMMENDATION:**

Accept the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.

**BACKGROUND:**

The City's Charter, Section 5.26 requires that the City's external auditor conduct an annual audit and the City issue a complete set of financial statements within a reasonable time. The Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023, included as attachments to this administrative report, was presented to the Mayor and the Deputy Mayor in their capacities as members of the City Council Audit Committee. The Audit Committee recommended that the City Council formally accept the ACFR at its regular meeting.

The City's independent auditor, The Pun Group, a firm of licensed certified public accountants, conducts its audits in accordance with generally accepted auditing standards (GAAS). The standards require that the auditors plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of a material misstatement. On a sample basis, they examine evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation.

The auditor has rendered an unmodified ("clean") opinion on the City's basic financial statements as of and for the fiscal year ended June 30, 2023.

### MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental Accounting Standards require a Management's Discussion and Analysis (referred to as MD&A) to be included with the audited financial statements, with the intent of giving readers an objective and easily readable analysis of the City's financial performance for the year. The MD&A includes a discussion of the basic financial statements, some condensed financial information, an analysis of the City's financial position, and results of operations on both a City-wide and Fund basis. The Management's Discussion and Analysis begins on page 5 of the ACFR.

### FINANCIAL RESULTS BY FUND

The Fund Financial Statements section, which can be found on pages 35 through 54 of the financial report, presents financial data for the City's major funds, most notably the General Fund.

#### General Fund

The General Fund is the primary operating fund of the City. The General Fund experienced a surplus of \$6.4 million for the fiscal year as revenues exceeded expenditures and net transfers out. General Fund revenues for the fiscal year 2022-23

totaled \$163.6 million, marking a \$3.9 million (2.5%) increase from the prior year. The growth is primarily attributed to higher property tax and charges for services.

Property tax, the City's largest revenue source, increased by \$8.2 million (11.4%). The increase was largely due to the receipt of \$5.7 million of the fiscal year 2020-21 VLF shortfall backfilled by the State. Additionally, secured property tax reached \$46.6 million, a \$3.6 million (8.3%) growth compared to the prior year. The growth is consistent with the assessed value growth for the fiscal year and underscores the high value of land and property on the San Francisco Peninsula.

Sales tax, the General Fund's second-highest revenue source, experienced modest growth of \$0.5 million (1.6%). It is anticipated that sales tax revenue will remain a stable revenue source with a modest growth rate, following its strong recovery from the pandemic.

Other taxes, which include business tax, transient occupancy tax (TOT), real property transfer tax and franchise fees, decreased by \$2.1 million (7.6%) compared to the prior year. Despite the growth in business tax and TOT revenue, it was insufficient to offset the decrease in real property transfer tax revenue. The slowdown in the housing market, attributed to high interest rates, resulted in a significant decrease of \$6.9 million (48.3%) in real property transfer tax revenue. At the close of the fiscal year 2022-23, real property transfer tax recorded only \$7.4 million.

The General Fund total expenditures for the fiscal year 2022-23 amounted to \$149.9 million, and \$3.6 million under budget. The favorable budget variance was largely due to staff vacancy savings, which were partially offset by increases in contract services, negotiated labor contracts, increasing costs of pension and healthcare. General Fund transfers out amounted to \$15.5 million, which comprise of \$10.9 million to the General Capital Projects Fund, \$2.7 million to the Debt Service Fund, \$1.5 million to the 2% Hotel Tax Capital Project Funds, and \$410,000 to the Vehicle and Equipment Replacement Internal Service Fund.

#### Other Major Funds

The Construction Service Fund is a special revenue fund accounting for revenues and expenditures of activities related to building permits. This fund experienced a deficit of \$3.7 million, bringing its fund balance down to \$32.6 million. This reduction reflects the City's efforts to align the cost of services with its corresponding fees. Over time, these efforts will gradually reduce reserves down to policy levels, which is set at 12 months of budgeted operating expenditures.

The General Capital Projects Fund reported \$24.8 million in capital project expenditures, reflecting the City's investments in City facilities and infrastructure. They included \$11.7 million for citywide street rehabilitation and reconstruction, \$2.8 million in streetlights improvement projects, \$1.4 million in parks projects, \$3.0 million in City facilities and technology upgrades, and \$4.8 million for storm improvement projects. The citywide street rehabilitation will repair streets that were identified as failed in 2013 and ensure that the City will be able to maintain its Pavement Condition Index score of 70.

#### Proprietary Funds

Proprietary Funds are used to account for activities that are fueled by charges for the services provided by each fund. Enterprise Funds account for external activities (largely utilities), while Internal Service Funds (ISFs) account for internal (interdepartmental) activities.

The Sewer Fund is the City's main enterprise fund and should be self-supporting; the service charges to sewer customers generate the revenues needed to support the enterprise's operations, debt service, and capital needs.

The Sewer Fund's total net position increased from \$278.6 million to \$335.9 million, an increase of \$57.3 million or 20.6%, largely driven by the approved rate increase of 12% for fiscal year 2022-23, and the strategic use of the available low-interest-rate loan and bond proceeds to fund the cost of the Clean Water Program. Cash and investments increased from \$103.1 million to \$138.4 million as a result of the rate increase. Restricted cash and investments decreased from \$252.6 million to \$92.2 million, reflecting loan and bond drawdown to pay for the Clean Water Program and other critical sewer capital projects. Total capital assets increased from \$552.0 million to \$699.4 million, a \$147.4 million (26.7%) increase, representing the addition of new capital assets from the Clean Water Program.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements, which provide a broad overview of the City's finances, including financial data from Governmental and Business-Type activities. The latter reflects the City's Sewer Enterprise, and the former accounts for the remainder; most notably, the General Fund.

### Statement of Net Position

The Statement of Net Position primarily presents the City's balance sheet-type accounts: assets and deferred outflows of resources (expenditures that apply to a future period), liabilities and deferred inflows of resources (revenues that apply to a future period), and the net of the former and latter categories, reported as net position.

As of June 30, 2023, the City's entity-wide net position was \$787.3 million. The net position decreased by \$59.4 million (8.2%) compared to the prior fiscal year. This was largely due to increase in the City's net pension liability, which rose from \$177.2 million to \$278.8 million. The \$101.6 million (57.3%) increase in net pension liability is primarily attributable to the 7.5% investment loss by the California Public Employees Retirement System (CalPERS) for the fiscal year ended June 30, 2022.

### Statement of Activities

The Statement of Activities, which reports government-wide revenues and expenses, accounted for \$245.8 million in total expenses, which had a significant increase of \$41.4 million (20.3%) compared to the prior fiscal year. The primary driver behind the increase was the increase in net pension liability due to the unfavorable deviation of CalPERS' investment returns, as noted above.

### **BUDGET IMPACT:**

The recommended action has no budget impact.

### **ENVIRONMENTAL DETERMINATION:**

This report is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) In addition, this report is not a project subject to CEQA, in that it consists of a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

### **NOTICE PROVIDED**

All meeting noticing requirements were met.

### **ATTACHMENTS**

Att 1 - Annual Comprehensive Financial Report for the year ended June 30, 2023

### **STAFF CONTACT**

Karen Huang, Finance Director  
khuang@cityofsanmateo.org  
(650) 522-7110

# **City of San Mateo**

San Mateo, California

## **Annual Comprehensive Financial Report**

*For the Year Ended June 30, 2023*

Prepared by  
Finance Department

FINAL DRAFT 03.08.2024

**City of San Mateo**  
**Annual Comprehensive Financial Report**  
**For the Year Ended June 30, 2023**  
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<http://www.cityofsanmateo.org>

March 8, 2024

Residents of the City of San Mateo,  
Honorable Mayor, and  
Honorable Members of the City Council

We are pleased to submit the Annual Comprehensive Financial Report (ACFR) for the City of San Mateo, California, for the fiscal year ended June 30, 2023. This financial report contains a complete set of audited financial statements prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

This report consists of management's representations concerning the finances of the City and its blended component unit. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the management of the City. To provide a reasonable basis for making those representations, management of the City has established a comprehensive internal control framework that is designed to both protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with U.S. GAAP. The first note in the Notes to the Financial Statements provides a detailed explanation of the City's significant accounting policies. Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City's Charter, Section 5.26 requires an annual audit of the basic financial statements of the City. The Pun Group, a firm of licensed certified public accountants, has audited the City's financial statements. The goal of the independent audit is to provide reasonable assurance that the financial statements of the City and its blended component unit for the fiscal year ended June 30, 2023, are free of material misstatement. The audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditors concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified ("clean") opinion on the City's basic financial statements as of and for the year ended June 30, 2023. The independent auditors' report is presented as the first component of the financial section of this report.

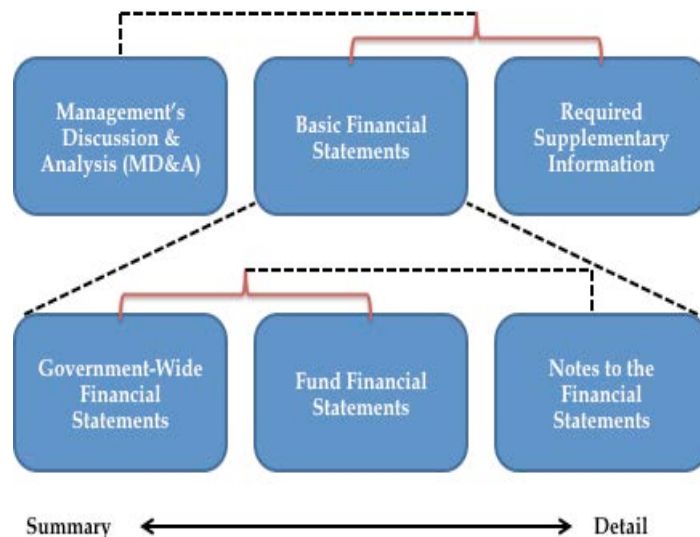
The analysis of the financial condition and the result of operations are in the Management's Discussion and Analysis (MD&A) section immediately following the auditor's report. This transmittal letter is designed to complement the MD&A and should be read in conjunction with it.

## THE REPORT

The ACFR is presented in three sections:

- The **Introduction** section includes this letter of transmittal, City Council introduction, the City's organizational chart, and certificates of achievement.
- The **Financial** section includes the report of the independent auditors; Management's Discussion and Analysis (MD&A); the basic financial statements, including the government-wide financial statements; and the accompanying notes to the financial statements. The Financial Section also includes the fund financial statements, including the governmental funds financial statements, the proprietary funds financial statements, the fiduciary funds financial statements, and the combining individual funds financial statements for the non-major governmental funds and the internal service funds. Required supplementary information other than the MD&A is also included in the financial section.
- The **Statistical** section includes selected financial and demographic information, presented on a multi-year basis.

### ACFR Organization



This ACFR includes all funds of the City and the City's component unit, which is a legally separate organization for which the City is financially accountable or whose relationship with the City is of a nature and significance that would cause the City's financial statements to be incomplete were it not included.

In addition to the financial audit, the City typically undertakes a single audit in conformance with the Single Audit Act Amendments of 1996 and the Uniform Guidance.

## CITY PROFILE

The City of San Mateo is in San Mateo County and is situated 19 miles south of San Francisco and 30 miles north of San Jose. The City covers an area of 15.4 square miles and includes tidelands from the Bay to the east and coastal mountains to the west. With its Mediterranean climate, residents enjoy warm, sunny summers and mild damp winters, ideal for various recreational activities in the City's many neighborhoods and regional parks.

One of the larger suburbs of the San Francisco Peninsula, San Mateo is bordered by the cities of Burlingame to the north, Foster City to the east, Belmont to the south, and Hillsborough to the west. According to the State Department of Finance, the City San Mateo had an estimated population of 103,300 on January 1, 2023, making it the largest city in San Mateo County

## CITY HISTORY

The first inhabitants of what is now the City of San Mateo were members of a tribe of the Ohlone Indians (called Coastanoans by Spanish explorers). This Tribe lived in the area from South San Francisco to Belmont for at least 4,000 years before explorers first arrived on the Peninsula. In 1776, Spanish explorers came to today's San Mateo. During a scouting trip to locate a place to start a colony on the Peninsula, Lieutenant Colonel Juan Bautista de Anza, Padre Pedro Font, Lieutenant Jose Joaquin Moraga, and eleven soldiers set up camp in San Mateo. Father Font named the creek that they slept by "San Mateo Creek." In 1793, the mission fathers in San Francisco created an outpost of the mission on the Peninsula. The outpost was the first building built in San Mateo by non-natives.

In 1822, California received word of Mexico's independence from Spanish rule. The Mexican Land Grants (1835) would leave a few residents owning vast expanses of land in the area. These ranches were so large that what is now the City of San Mateo is comprised of only two land grants - Rancho San Mateo and Rancho de las Pulgas. The year 1889 saw many important events in the developing San Mateo community. Under head engineer, Herman Schussler, the Crystal Springs dam was completed. The completion of this project assured that the people of San Mateo would have quality drinking water, allowing for further growth in the area.

In the same year, William Howard had part of his estate opened for subdivision, the first successful attempt at selling smaller plots of land. With this, the middle class moved to San Mateo. In this same year, Richard H. Jury and Charles N. Kirkbride established the "Leader", San Mateo's first successful newspaper and one of the earliest proponents of the incorporation of San Mateo. On September 3, 1894, with a vote of 150 in favor and 25 against incorporation, San Mateo became a town.

## CITY ORGANIZATION

The City was incorporated in 1894 and was originally chartered in 1922. The current charter was adopted in 1971 and revised in 2002. Since 2002, there have been three other voter-approved amendments to the charter. San Mateo has a Council-Manager form of government. Five Council members each serve for four-year terms. The City recently completed a transition from at-large elections to district elections, beginning in the November 2022 election, where three of the five districts were open. The remaining two districts will be open for election in November 2024. The Council selects a Mayor from among its members each December for a one-year term. The City Manager is appointed by the Council and serves as chief executive officer responsible for the day-to-day administration of

City affairs. The City Council also appoints a City Attorney. There are twelve Advisory Boards and Commissions, nine of which are appointed by the City Council.

The City provides a wide range of municipal services, including police, public works, parks and recreation, library, planning and zoning, building, sewer enterprise, street maintenance, economic development, and general administrative services. The City is part of a joint powers agreement with the cities of Belmont and Foster City that provides fire services to all three cities through the San Mateo Consolidated Fire Department. The City offers 35 parks, six recreation centers, an 18-hole golf course, and three libraries, including a state-of-the-art main library. California Water Service, a private company, provides water to City residents.

The City's management has adopted a set of "organizational principles" that reflect the City's management philosophy. These principles are:

- Engaged and accountable workforce;
- Working as one organization;
- Maintaining long-term perspective;
- Seeking constant improvement; and
- Leading through informed risk-taking.

These principles, which were adopted in 2016, are intended to guide management actions throughout the City organization. The goals of City management are to see that necessary and desired services are provided in an efficient and effective manner, and that planning and continued improvement take place to provide for the community's future.

The City operates on a two-year budget cycle. The two-year budget process requires that each department submit two one-year expenditure plans and revenue estimates to the City Council for approval. In each alternate year, the department directors present mid-cycle performance reports to the City Manager and City Council summarizing budget status to date and seeking approval for year-two funding. The City utilizes a five-year plan for capital improvements. The plan serves as a guide for allocation of future resources.

The City maintains budgetary controls that have the objective of ensuring compliance with legal provisions embodied in the annual appropriated budget submitted by the City Manager and adopted by the City Council. The annual operating budget and the long-term capital improvement plan are adopted on or before June 30th by City Council. All budget amendments require City Council approval. The two-year business plan for operations is adopted in June of every even-numbered year and is amended in the second year of the plan as part of the annual budget development process.

Budgetary control (the level at which expenditures and encumbrances cannot legally exceed the appropriated amount) is established at the department level within individual funds. Departmental operating budgets may be reallocated among programs within a department and within the same fund, but expenditures may not exceed annually budgeted appropriations at the department/fund level without Council approval. Project-length budgets are adopted for the General Fund, some special revenue funds, and all capital project funds. Capital improvement expenditures may not exceed budgeted amounts without Council approval.

The City has an Audit Committee consisting of the Mayor and Deputy Mayor. The Audit Committee is responsible for the selection and management of the external auditor. The Audit Committee discusses any matters related to the audit with the external auditor and accepts the results of the annual financial audit.

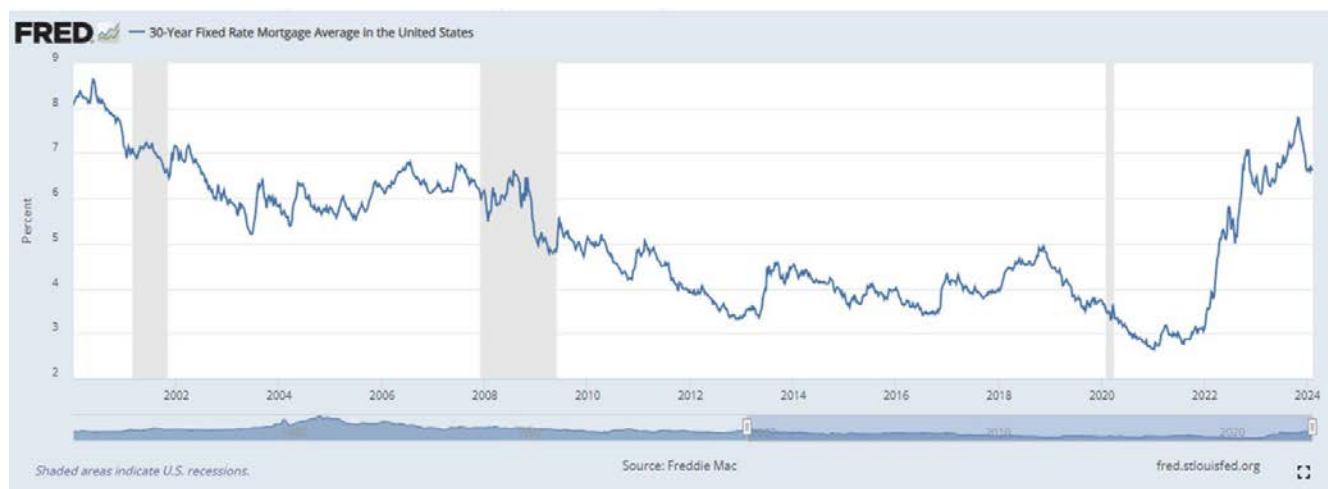
## LOCAL AND REGIONAL ECONOMY

The information presented in the financial statements is perhaps best understood when it is considered from a broader perspective of the specific environment in which the City operates. The City is one of the major centers of economic activity in San Mateo County, serving as a business, recreational, educational, and cultural hub.

The diverse economy of San Mateo includes a strong employment base in the technology, health care, financial services, government, and retail fields. Companies based in San Mateo include Franklin Templeton, Fisher Investments, Sony Interactive Entertainment (Sony PlayStation), Roblox, SurveyMonkey, Verkada NetSuite, and GoPro. The City has a vibrant and pedestrian-friendly downtown and the Hillsdale Mall and Bridgepointe Shopping Center provide unique retail and entertainment experience to the region.

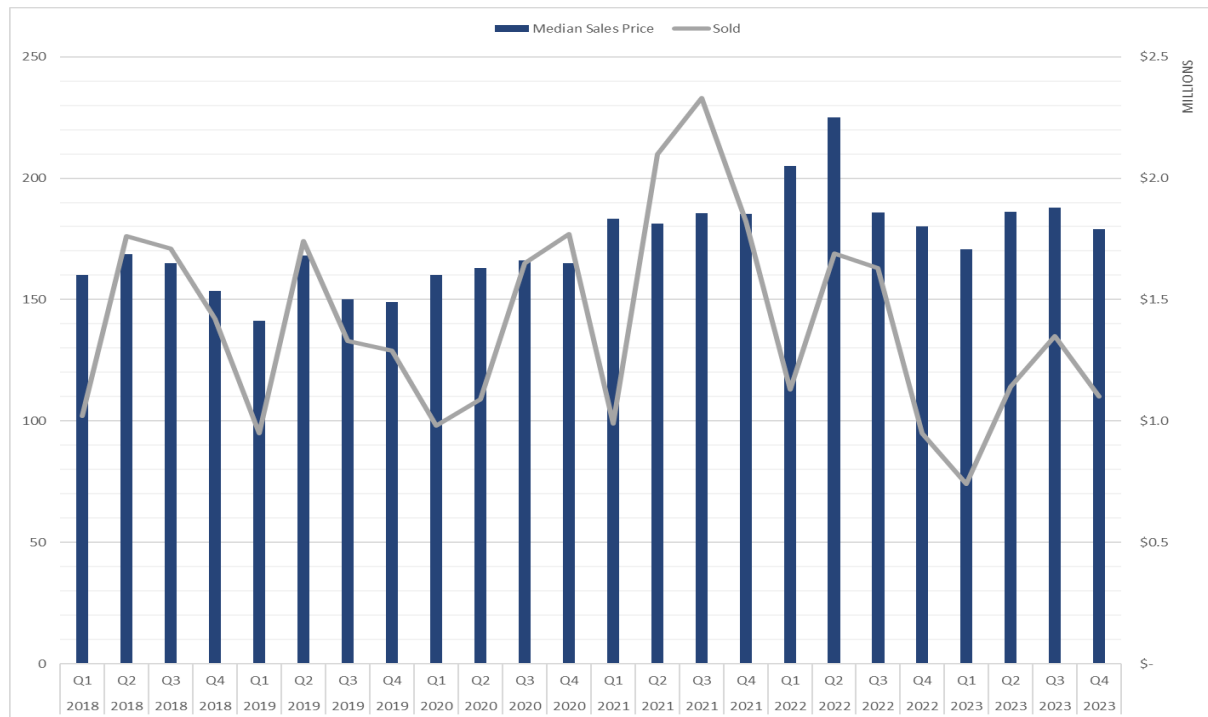
The local economy has continued to recover from the pandemic, with the local real estate market serving as a major driver. Over the past 12 years, including the pandemic period, the local real estate market has experienced a significant year-over-year increase in assessed value. According to data from the San Mateo County Assessor, San Mateo's total assessed value for 2022-23 is \$34.5 billion, which is an 8.1 percent increase over the previous year.

Over the past two years, in response to high inflation, the Federal Reserve (Fed) has tightened monetary policy by increasing the Federal Funds Rate, which is the interest rate that banks charge each other to borrow or lend excess reserves overnight. This has led to a notable increase in the average 30-year mortgage rate as shown in the graph below.



High interest rates have a cooling effect on the real estate market. As depicted in the chart below, San Mateo's median home sale prices decreased during fiscal year 2022-23. However, with continued demand and a limited housing inventory, prices are holding up. Median home sale prices have now rebounded to \$1.8 million to \$1.9 million in 2023.

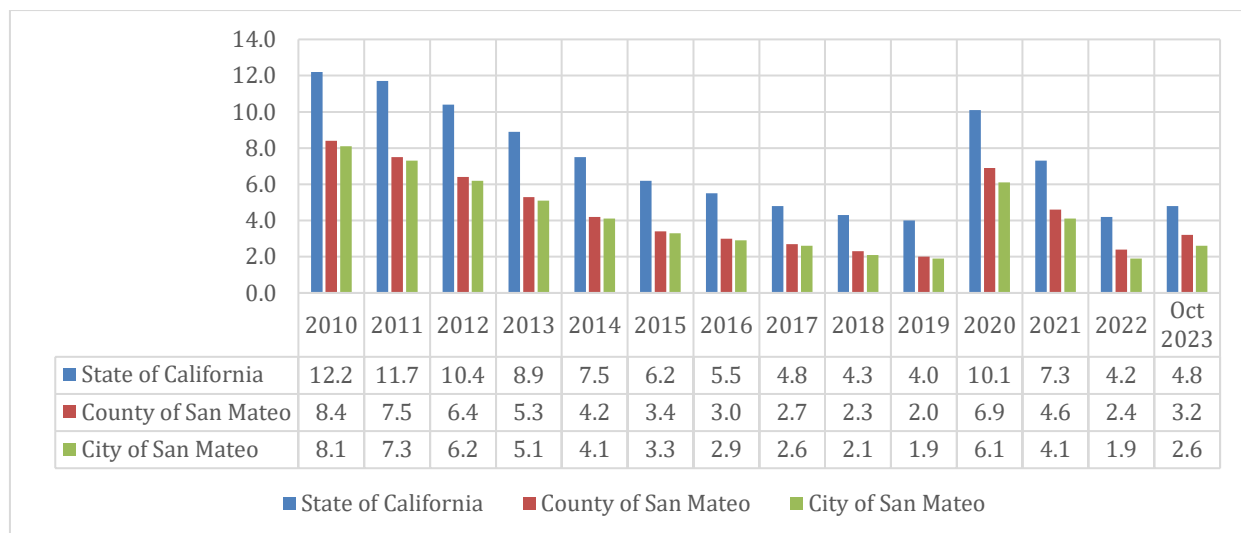
#### Real Estate Market Data – Single Family Residential Homes



Source of information: San Mateo County Association of Realtors, Market Data

The labor market remains strong, with unemployment rates steadily declining since the peak of the pandemic. As of October 2023, unemployment rates stand at 2.6%, 3.2%, and 4.8% in the city, county, and state, respectively.

#### Unemployment rates



Source: State of California Employment Development Department (EDD)



While the local economy continues to grow, there are several economic challenges that could affect local conditions in the future. Two of the most pressing concerns for the City are high interest rates put pressure on local housing markets, and the strain on city operations due to a strong labor market and high inflation, which drive up the costs of providing essential city services. These conditions will continue to be closely monitored going forward to ensure course corrections to the long-term financial plan are made as necessary.

## **CITY FINANCIAL POLICIES & PLAN**

Formal financial policies and prudent operating practices have enabled the City to maintain core services and minimize the impact of economic fluctuations on residents as much as possible. Formal policies exist in areas such as balanced budgets, revenue diversification, operating expenditures, reserves, investments, and debt.

Trust has been built over the years between the City and the community through establishing and following formal financial policies, as well as maintaining prudent operating practices. This trust and confidence were demonstrated by the voters in San Mateo, who in November 2009 approved a ¼ cent general sales tax on purchases made in the City. This measure generated \$6.1 million in additional revenue for FY 2018-19 to support General Fund operations. With this tax set to expire April 2018, the voters again demonstrated their confidence in the City's financial management by voting in November 2015 to extend the tax until 2048 to fund critical infrastructure and enhancements to public safety services. San Mateo voters approved Measure CC in November 2022 to increase the real property transfer tax from 0.5% to 1.5% for properties sold or transferred that are valued at \$10 million or more.

### **REVENUE ADMINISTRATION**

The City's two main sources of revenue to fund operating expenditures are property and sales taxes, which make up over 67 percent of total General Fund revenues. In addition, the City's revenue administration includes a review of all fees, fines, and charges for services to ensure the charges are meeting cost-recovery goals. One-time and unpredictable revenues are spent on one-time expenditures, such as equipment replacement, or transferred to capital improvement funds for repair and rehabilitation projects.

### **EXPENDITURE ADMINISTRATION**

City departments and the Finance Department carefully review expenditure budgets. The department directors are responsible for containing expenditures within their Council-approved budget appropriations. The City maintains an encumbrance accounting system as an additional means of budgetary control. Encumbered amounts in the operating budget lapse one year after the end of the fiscal year.

### **RESERVES**

The City Council's budget policy for the use of reserves varies depending on the reserve type, but generally limits the use of reserves to respond to revenue shortfalls, unanticipated expenditures, severe economic downturns, or natural disasters. The policy further states that use of reserves should be combined with structural changes to bring the budget back into balance if it is out of balance. The General Fund reserve policy adopted by the City Council seeks to reflect three months of General Fund budgeted operating expenditures, or 25 percent.

As of the fiscal year ended June 30, 2023, the General Fund increased its fund balance from \$111.5 million to \$117.9 million, of which \$0.6 million was restricted for debt services, \$9.3 million was assigned for specific purposes, and \$107.7 million was unassigned. The unassigned fund balance includes the 25% operating reserve, the housing reserve, and the rainy-day reserve. Based on adopted 2022-23 budget, the 25% operating reserve for 2022-23 was \$35.6 million.

The Sewer Fund's total operating revenues were \$78.4 million for the fiscal year ended June 30, 2023, an increase of \$6.7 million (9.3%) compared to the prior fiscal year, driven by the approved sewer service rate increase of 13%. Total operating expenses were \$30.0 million, staying flat as compared to the prior year. The Sewer Fund generated \$48.3 million in operating income, which was the primary factor in cash and investments increasing to \$138.4 million – a 34.2% increase compared to the prior fiscal year, and 461% of the fund's operating expenses, well above the enterprise's reserve policy target of 33%. The strong available cash position of the sewer enterprise ensures liquidity during the active construction period of the Clean Water Program, a 10-year, \$1.0 billion capital improvement program to upgrade and expand the jointly owned wastewater treatment plant with the Estero Municipal Improvement District/City of Foster City, and improvements to the City of San Mateo's collection facilities. In addition to maintaining a strong cash position, the favorable operating surplus also maintains the Sewer Enterprise Fund's continued high debt service coverage ratio of 2.18X. Both the cash position and debt service coverage affirm the high-quality credit rating the Sewer Enterprise received of AA- from S&P Global Ratings (formerly known as Standard & Poor's) and AA rating from Kroll Bond Rating Agency.

There are additional reserves established in the City's other funds for vehicle and equipment replacement, workers' compensation, general liability, and capital improvements.

## DEBT ADMINISTRATION

The City manages the issuance of new debt and proactively communicates with the investment community in the administration of its outstanding debt. In doing so, the City seeks to ensure that debt is issued prudently and affordably, and bondholders are provided all the information required by the Municipal Securities Rulemaking Board as governed by the Securities and Exchange Commission.

Proposition 13 amended the State Constitution by requiring California cities to obtain voter approval prior to issuing general obligation bonds. State statutes further limit general obligation bonded debt to 15% of the assessed value of all real and personal property within the City. As of June 30, 2023, the City's general obligation bonded debt remaining balance of \$15.7 million, including unamortized bond premium, amounted to 0.3% of the \$5.3 billion legal debt limit.

According to standard measures used by the primary credit rating agencies to assess debt (e.g. fund balance as a percent of operating expenses, debt-to-assessed valuation ratios, debt per capita, etc.), the City's level of direct debt obligations is considered low in comparison to similarly sized cities. Rating agencies cite the City's strong financial management and prudent fiscal policies as credit strengths. As of June 30, 2023, the City's rating for general obligation bonds is AAA by Standard & Poor's and Aaa from Moody's Investor Service. The City of San Mateo Joint Powers Public Financing Authority manages two bond issues that have \$17.3 million in balance outstanding.

Additional information pertaining to the City's outstanding long-term debt can be found under Long-Term Debt (Note 7) in the Notes to the Basic Financial Statements and in the Statistical Section under Legal Debt Margin information.

### CASH MANAGEMENT

The City pools cash from all operating sources to manage cash flow and invest idle funds. The Finance Director serves as the City's Treasurer and, utilizing the services of a third-party asset management advisor, oversees the investment of funds in accordance with the City Council-adopted Investment Policy and Government Code Sections 53601 and 56535. The City Council receives monthly treasury reports, and reviews and approves the City's Investment Policy each fiscal year.

### LONG-TERM FINANCIAL PLANNING

The City of San Mateo has a long tradition of disciplined and prudent fiscal management. To address the significant impacts of the Great Recession, the City Council adopted various strategies for financial sustainability that have been successfully implemented to achieve not only a balanced General Fund budget, but also create a mechanism for the City to accumulate sufficient resources to better position its General Fund to be prepared for economic retraction or disaster. The City's prudent efforts to adopt a reserves policy and accumulate additional reserves during the years of economic prosperity have proven prescient within context of the immediate and severe financial impact from the pandemic.

The City continues to adhere to a planning process that focuses on financial sustainability. To this end, the City annually updates a long-term General Fund financial projection model designed to inform decision makers of the long-term impacts of near-term financial proposals. The City also maintains a five-year long-range capital planning process and capital improvement plan that is annually updated. This plan drives capital project funding decisions and periodic new bonded debt issuances for larger capital infrastructure investments.

For General Fund operations, revenues and expenditures are forecasted out for ten years to continually assess the long-term structural balance of that fund and allow adequate time for thoughtful course correction if a structural imbalance occurs. General Fund's major revenues will be monitored closely, including uncertainties that may impact revenue growth. These uncertainties include VLF shortfall, slowing sales tax, economic conditions and events that affect Transient Occupancy Tax (TOT) and real property transfer tax revenues.

## MAJOR INITIATIVES

### COMMUNITY FLOOD AND STORM PROTECTION INITIATIVE

Property owners in the City of San Mateo approved a stormwater fee with majority votes. San Mateo was hard hit by the severe winter storms in fiscal year 2022-23. The event raised community awareness of the unfunded needs for storm and flood control, making it a top priority within the community. The City needs a reliable and dedicated funding source to improve the stormwater system, much of which is over 50 years old and includes 130 miles of storm pipelines, 20 miles of open creeks and drainage channels, 10 pump stations and a flood control lagoon.

The approved Community Flood and Storm Protection initiative will generate approximately \$4 million annually, starting in the fiscal year 2024-25. To ensure the funds were managed effectively, the City will establish a stormwater enterprise fund to account for the revenues and related expenses. The fee structure has been carefully designed to ensure equity and fairness, reflecting the actual expenses associated with delivering the service while adhering to the guidelines outlined in Proposition 218.

The stormwater fee will provide consistent and sustainable annual funding to make meaningful improvements to the storm and flood control system. It positions San Mateo to be better prepared and more resilient against future storms and weather challenges. While more work lies ahead, this is a significant step towards enhancing the community's safety and resilience for the years to come.

### GENERAL PLAN UPDATE

The General Plan is the City's long-range vision for how the City will look, feel, and grow over the next 20 years. The General Plan is required to comply with certain state laws and requirements as well as address local community needs and issues. The San Mateo General Plan includes a Vision Statement and Introduction and eight Elements (chapters): Land Use; Circulation; Housing; Community Design and Historic Preservation; Conservation, Open Space and Recreation; Public Services and Facilities; Safety; and Noise.

The General Plan 2040 was built upon the City's current 2030 General Plan to address new and emerging issues and plan for a more equitable future. The final General Plan has been published, and it reflects community input and Council's direction provided on the Draft General Plan during the Summer/Fall of 2023. The final General Plan is scheduled for the Planning Commission review in January 2024 and City Council public hearings in March 2024.

### HOUSING ELEMENT UPDATE

The Housing Element, a chapter in the City's General Plan, is required by state law to be updated every eight years, meet specific requirements for content, and must be submitted to the state for approval. The City's Regional Housing Needs Allocation (RHNA) for the next statewide housing cycle (2023-2031) is 7,015 new housing units. The updated Housing Element must show that there is enough land zoned with sufficient density to accommodate the RHNA. In addition, it needs to include policies and strategies that promote a mix of housing types in an equitable manner, infill development, and greenhouse gas emission reductions, among other things, and affirmatively further fair housing practices.

Following multiple rounds of review and revisions with the State Department of Housing and Community Development (HCD), this past January HCD found that the City's updated Housing Element was in substantial compliance with the State Housing Laws. The City is now moving forward with adoption of the Housing Element, with public hearings before the Planning Commission in April and the City Council in May and culminating with submittal to HCD to achieve certification. Once adopted, the City will then need to proceed with implementation of over 100 housing related policies and programs contained in the Housing Element in order to remain in compliance with State law.

#### BAY MEADOWS PHASE II DEVELOPMENT

Bay Meadows Phase II is an 83-acre transit-oriented mixed-use redevelopment project at the former Bay Meadows Racetrack. The development, which is adjacent to the Hillsdale Caltrain Station, includes 1,048 residential units, 68 of which are affordable units, 1.2M square feet of office space, 67,000 square feet of retail and restaurant space, a 450-student private high school, Nueva School, and three public parks. Infrastructure construction of the project began in 2009 and construction of the first townhomes began in 2013. Over 80 percent of the project has now been completed or is currently under construction. Office block STA 5 was completed in summer 2023 and construction of residential block RES 6 (54 apartment units) is nearing completion. The final two mixed-use blocks, MU2 and MU3, which includes 67 apartment units, are approved, but construction is not anticipated to start until 2025 due to current market conditions.

#### CONCAR PASSAGE

Concar Passage is a five-story mixed-use project located on the 14.5-acre Concar Shopping Center site on Concar Drive between South Grant Street and South Delaware Street. Current shopping center tenants include Trader Joe's, Peninsula Ballet Theatre, Ross Dress for Less, The Pantry, Rite-Aid, T.J. Maxx, Shane Co., and 7-Eleven. The project will demolish the existing commercial buildings and construct 961 apartment units and approximately 40,000 square feet of commercial/retail space. The project includes 73 affordable housing units, associated parking, and three acres of community open space. The project was approved by the City in August 2020. However, due to existing leases for shopping center tenants and current market conditions, the ownership group requested and was granted a two-year extension to execute the Development Agreement and begin the permitting process. Thus, construction is not anticipated to start until the end of 2025 or 2026.

#### PENINSULA HEIGHTS

Peninsula Heights is a mixed residential project located on a 15.5-acre former office park site along Campus Drive to the west of the Peninsula Golf and Country Club. The project includes 290 single-family, townhouse, and condominium units, with 30 units designated as affordable. The project was approved by the City in December 2020, and site work started in fall 2021. The project is currently under construction, with completion anticipated in 2025.

#### OTHER HOUSING PROJECTS

In addition to the housing being added as part of the larger projects outlined above, there are a number of other significant housing projects in various stages of the development process that will be adding new housing units around the City in the coming years:



Projects Under Construction

- Kiku Crossing Affordable Housing Project (225 affordable apartment units)
- 1, 2, & 3 Waters Park Dr. “One 90” (190 single-family and townhome units)
- 1650 S. Delaware Street Apartments (73 apartment units)

Approved Projects Not Yet Under Construction

- Hayward Park Station Residences (189 apartment units)
- 477 9<sup>th</sup> Ave. (mixed-use office and 120 apartment units)
- Block 21 (mixed-use office and 111 apartment units)
- Hillsdale Terrace (mixed-use commercial and 68 condominium units)
- 616 S. B Street, Nazareth Vista (mixed-use commercial and 48 apartment units)
- 1919 O’Farrell (49 apartment units)
- 222 E. 4th Ave., Draeger’s Grocery (mixed-use office, grocery, and 10 affordable units)

Projects Under Review Not Yet Approved

- 1855 S Norfolk St. (260 apartment units)
- 445 S. B St Public-Private Partnership (mixed-use office with 72 affordable apartment units)
- Block 20 (mixed-use office and 86 apartment units)
- 668 E. 3<sup>rd</sup> Ave (mixed-use office with 69 apartment units)
- 222 S. Fremont St (41 condominium units)

**SEWER UTILITY INFRASTRUCTURE NEEDS**

The Clean Water Program is a major City initiative and 10-year capital improvement program for the rehabilitation and upgrade of the sewer utility that began in 2015 and involves approximately \$1 billion in improvements to the wastewater treatment and collection systems in order to comply with the State of California Water Quality Control Board’s cease and desist order and wastewater treatment discharge permit. The program is expected to be funded with a combination of operating surpluses, sewer charge rate increases, capital contributions from the utility’s regional customers, bond financing, and loans through the Water Infrastructure Finance and Innovation Act (WIFIA) from the U. S. Environmental Protection Agency (EPA). In addition, the City closed state loans through the State Revolving Fund (SRF) to complement the funding approach. Long-range capital improvement plans and an updated Integrated Sewer Master Plan to meet the cease and desist order and discharge permit requirements have been developed and projects within the overall Clean Water Program are underway.

**SAN MATEO CONSOLIDATED FIRE DEPARTMENT**

For nearly the past decade, the City of San Mateo, the City of Belmont/ Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District have been working diligently to bring together fire services with the goal of providing a high level of shared fire, rescue, and emergency medical services to all three communities, while also achieving a cost-efficient service delivery. The diligence culminated into the formation of a Joint Powers Authority (JPA) that was created on November 22, 2017, to form the San Mateo Consolidated Fire Department (SMC Fire). SMC Fire commenced operations on January 13, 2019, and continues to provide integrated and comprehensive emergency response services to all three communities. The City transferred its fire operations, including fire protection activities, to SMC Fire concurrent with commencement of operations. SMC Fire contracts with the City of San Mateo for financial and human resources services.

## AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its ACFR for the year ended June 30, 2023. The Certificate of Achievement is a national award recognizing conformance with the highest standards for preparation of state and local government financial reports. To be awarded a Certificate of Achievement, the City must publish an easily readable and efficiently organized ACFR. This report must satisfy both U.S. GAAP and applicable legal requirements. This was the thirtieth consecutive year that the City has received this award. A Certificate of Achievement is valid for one year only. We believe that the City's current ACFR continues to conform to the Certificate of Achievement program requirements, and we will submit it to the GFOA to determine its eligibility for another certificate.

The preparation of this ACFR could not have been accomplished without the efficient and dedicated service of the highly qualified staff in the Finance Department. The dedication and cooperation of staff in all City departments in the administration of financial policies throughout the year is also appreciated. We also acknowledge the thorough and professional manner in which our independent auditors, The Pun Group, conducted their audit.

In closing, City staff wishes to express deep appreciation to the City Council for their leadership, support, and responsiveness to the financial concerns of the City.

Respectfully submitted,



Alex Khojikian, City Manager



Karen Huang, Finance Director

City of San Mateo City Council Members  
2023



Amourence Lee  
Mayor



Lisa Diaz Nash  
Deputy Mayor



Rob Newsom Jr.  
Council Member

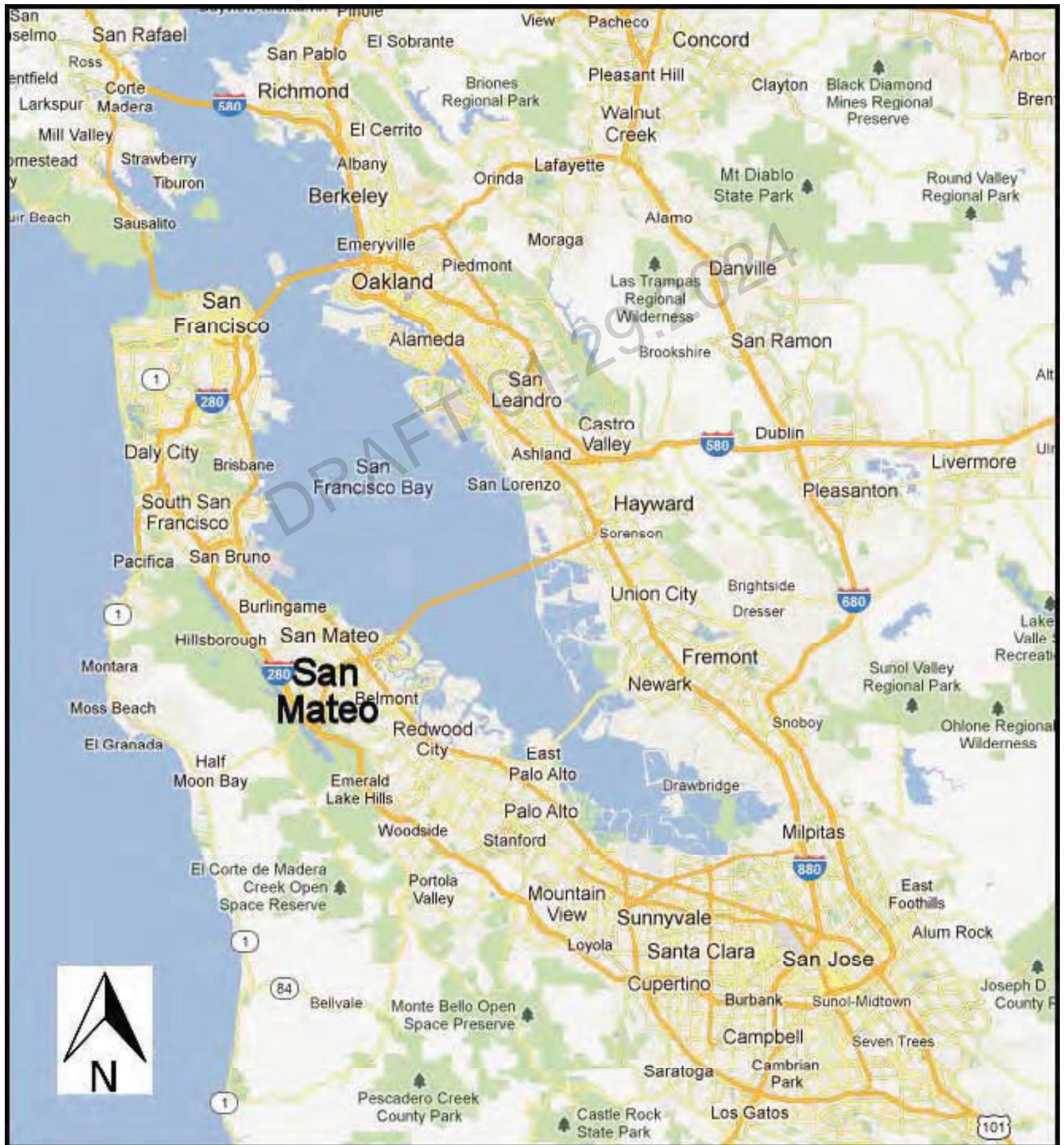


Adam Loraine  
Council Member

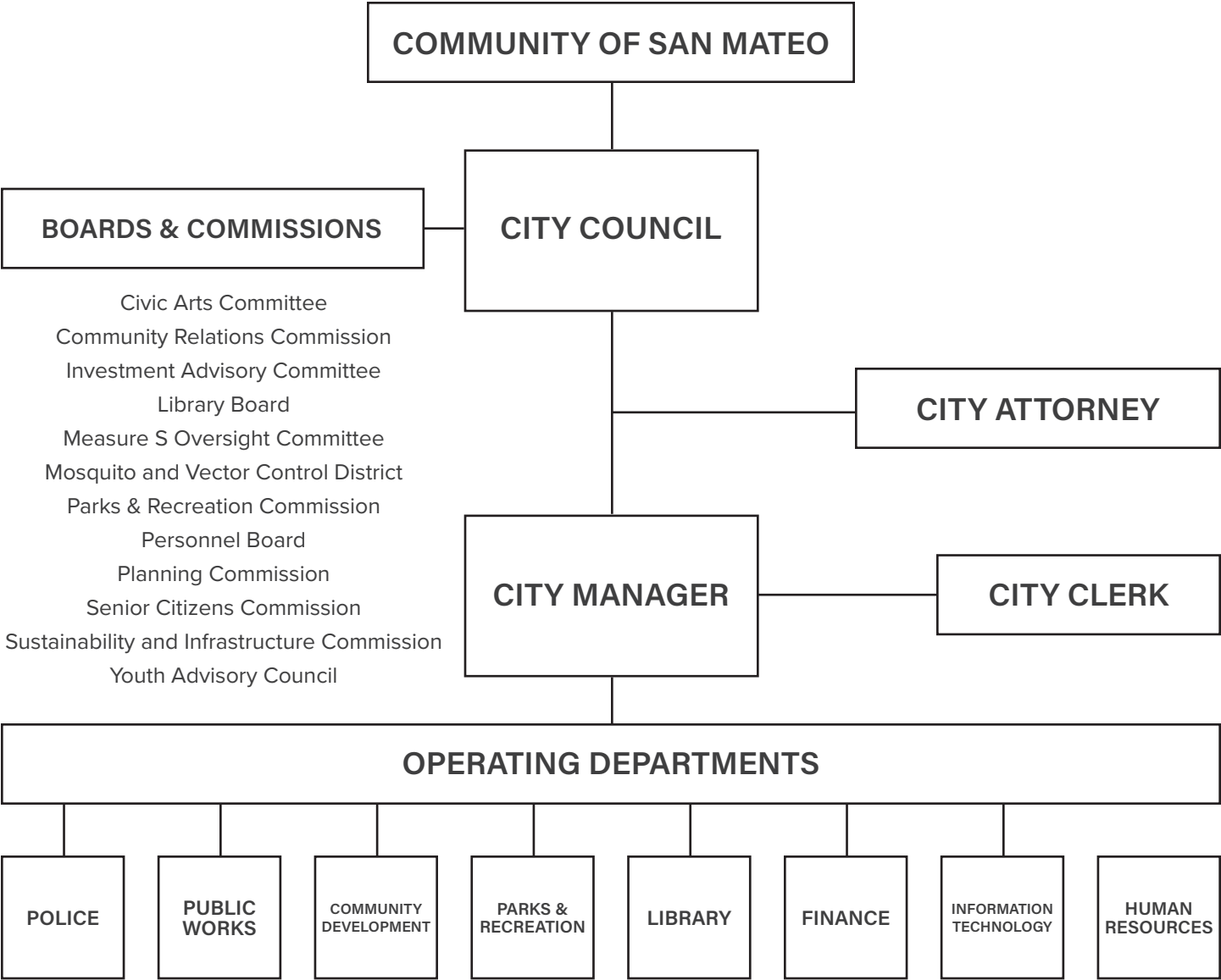


Rich Hedges  
Council Member





# City Organizational Chart



## City Council - 2023

Mayor	Amourence Lee
Deputy Mayor	Lisa Diaz Nash
Council Member	Rob Newsom Jr.
Council Member	Adam Loraine
Council Member	Rich Hedges
City Manager	Alex Khojikian
City Attorney	Prasanna Rasiah

## Department Heads

Assistant City Manager	Christina Horrisberger
City Clerk	Patrice Olds
City Librarian	James Moore
Interim Community Development Director	Zachary Dahl
Finance Director	Karen Huang
Interim Human Resources Director	Shawwna Maltbie
Information Technology Director	Pete Owen
Parks and Recreation Director	Joanne Magrini
Police Chief	Ed Barberini
Public Works Director	Matt Fabry



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of San Mateo  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2022

*Christopher P. Morill*

Executive Director/CEO

FINAL DRAFT 03.08.2024

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members  
of the City Council of the City of San Mateo  
San Mateo, California

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of San Mateo, California (the "City"), as of and for the year ended June 30, 2023, and the related notes to the basic financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Emphasis of Matter*

##### *Implementation of New GASB Pronouncements*

As discussed in Note 1 to the basic financial statements, the Authority implemented Governmental Accounting Standards Board ("GASB") Statement No. 96, *Subscription-Based Information Technology Arrangements*. Our opinion is not modified with respect to this matter.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedules, Schedule of City's Proportionate Share of the Net Pension Liability and Related Ratios, Schedules of Contributions – Pension, and Schedule of Changes in Total OPEB Liability and Related Ratios, as listed in the accompanying table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The Combining and Individual Fund Financial Statements, Budgetary Comparison Schedules, Schedule of Assessments, and Impact Fees and Related Expenditures are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining and Individual Fund Financial Statements, Budgetary Comparison Schedules, and the Schedule of Assessment and Impact Fees and Related Expenditures are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the Introductory and Statistical Sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 8, 2024, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Walnut Creek, California  
March 8, 2024

FINAL DRAFT 03.08.2024

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Management of the City of San Mateo (City) offers readers of the financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2023. Readers are encouraged to consider the information presented here in conjunction with additional information that is furnished in our letter of transmittal, the financial statements, and notes. The focus of the information herein is on the primary government.

### FINANCIAL HIGHLIGHTS

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- At the close of the fiscal year, the City's total net position increased by \$59.4 million or 8.2% from the prior fiscal year. The increase in net position largely reflects an increase in Business-Type Activities program revenues, stemming from the approved sewer service charge rate increase, as well as capital contributions from the sewer enterprise's regional customers.
- The City's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$787.3 million (net position). The total net position includes \$463.7 million in net investment in capital assets, \$147.1 million in restricted net position, and \$176.5 million in unrestricted net position.
- Total government-wide revenues from all sources were \$305.2 million experiencing a growth of \$20.3 million from the prior year. Total revenues for governmental activities grew \$11.8 million from the previous year largely due to increases in tax revenues and improvements in investment earnings. In the previous fiscal year, the City reported a one-time federal COVID relief fund of \$9.6 million and significant mark-to-market investment loss due to rapid rate hikes. It is important to note that these one-time transactions do not apply to the 2022-23 fiscal year. Business-type activities saw a net increase of \$8.5 million in revenues compared to the prior year primarily attributed to increases in charges for services and investment earnings.
- The City's net pension liability increased from \$177.2 million to \$278.8 million, which was a \$101.6 million or 57.3% increase compared to the prior fiscal year. The primary contributing factor to the increase in the City's net pension liability was the 7.5% investment loss by the California Public Employees' Retirement System (CalPERS) for the fiscal year ended June 30, 2022. The rise in net pension liability was one of the primary factors in the increase in governmental activities expenses from \$162.5 million in the prior year to \$204.0 million in the fiscal year ended June 30, 2023.
- The City's governmental funds reported combined fund balances of \$263.4 million, an increase of \$10.3 million or 4.1% in comparison with the prior year. Of this amount, \$107.7 million is available for spending at the government's discretion (unassigned fund balance).
- At June 30, 2023, the General Fund's total fund balance was \$117.9 million, an increase of \$6.4 million or 5.7% over the previous year. The increase is primarily due to increases in tax revenues and charges for services, resulting in revenues exceeding expenditures and net transfer out.
- The City implemented GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, in the fiscal year ended June 30, 2023, which requires government entities to recognize a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability. Compliance with GASB 96 required a restatement of beginning governmental net position by \$103,957 and added \$4.3 million in subscription asset and a corresponding subscription liability.

## OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. In addition to the basic financial statements, this report also contains the required supplementary information.

### GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to private-sector businesses.

The Statement of Net Position presents information on all of the City's assets, liabilities, and deferred outflows and inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the City's financial position is improving or deteriorating.

The Statement of Activities reports how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes, loan receivables, and earned but unused compensated leaves).

The governmental activities reflect the City's basic services, including general government, community development, public safety, public works, parks and recreation, and library. These services are principally financed by property, sales, and other taxes.

The business-type activities reflect private-sector-type operations where fees for services typically cover all or most of the cost of operations, including depreciation expenses. The City's sewer enterprise is the activity reported in this category.

The government-wide financial statements include not only the City itself (referred to as the primary government), but also other legally separate entities for which the City is financially accountable. Financial information for the City's one component unit, which is the San Mateo Joint Powers Financing Authority, is reported separately from the financial information presented for the primary government itself. The component unit, although legally separate, functions essentially as an agency of the City, and therefore is included as an integral part of the City. The government-wide financial statements can be found on pages 29-33 of this report.

### FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds** are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances left at year-end that are available for spending. Consequently, the governmental fund financial statements provide a detailed short-term view that helps the readers determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because this information does not encompass the long-term focus of the government-wide statements, additional information is provided that reconciles the governmental fund financial statements to the government-wide statements explaining the relationship (or differences) between them.

The governmental funds comprise 25 individual funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances of the General, Capital Projects, and Construction Services funds, each of which is considered to be a major fund. Data for the other 18 governmental funds are combined into a single aggregated presentation. Individual fund data for these non-major governmental funds is provided in the form of combining statements, beginning on page 143 of this report. The basic governmental fund financial statements can be found on pages 37-44 of this report.

Since July 1, 1986, the City has employed a two-year budget cycle. The two-year budget process includes preparation of two one-year expenditure plans and revenue estimates that are presented to the City Council for consideration. The focus of the first year of the business plan is the City's operating budget, while the focus of the second year of the business plan is the City's Capital Improvement Plan. In any budget cycle, to remain adaptable to changing economic and/or operational conditions, the City may choose to develop one-year instead of two-year budget plans. As such, in response to the economic volatility brought on by COVID-19, the City temporarily shifted to a one-year budget for fiscal year 2020-21 and returned to a two-year budget cycle for the 2022-24 business plan.

Budgetary comparison schedules, beginning on page 129, have been provided to demonstrate compliance with these budgets in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

The City maintains two types of proprietary funds: enterprise and internal service. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses an enterprise fund to account for its Sewer Fund. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its general liability, fleet and building maintenance, vehicle and equipment replacement, workers' compensation, dental, and other employee benefit programs. The internal service funds provide services that predominantly benefit governmental rather than business-type functions. They have been included within governmental activities to reflect the consolidation for internal services fund activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Sewer Fund. Data for the enterprise fund and all the internal service funds are combined into their respective single aggregated presentations. Individual fund data for the non-major internal service funds is provided in the form of combining statements elsewhere in this report. The basic proprietary fund financial statements can be found on pages 45-49 of this report.

**Fiduciary funds** are used to account for resources held on behalf of outside parties, including other governments. When these assets are held under the terms of formal trust agreement, a private-purpose trust is used. The City maintains a private-purpose trust fund for the Successor Agency of the City of San Mateo Redevelopment Agency (Successor Agency). In addition, the City uses custodial funds for assets that the City are holding for San Mateo Consolidated Fire Department, the Community Facilities District No. 2008-01 (Bay Meadows), and other entities. Fiduciary funds generally are used to account for assets that the City holds on behalf of others as their agent. Fiduciary funds are not reported in the government-wide financial statements because the resources of these funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on pages 51-54 of this report.

**Notes to the Basic Financial Statements** provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 55-126 of this report.

**Other information** in addition to the basic financial statements and accompanying notes is presented in the form of certain required supplementary information concerning the City's budgetary comparison schedules for all major governmental funds and the City's progress in funding its obligation for the provision of pension and other post-employment benefits to its employees. The combining statements supplementary information referred to earlier in connection with non-major funds and internal services funds are also presented in this section. Required supplementary information can be found on pages 127-139 of this report.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

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As noted earlier, net position may serve over time as a useful indicator of a government's financial performance. At the close of the fiscal year, the City's assets and deferred outflows exceeded liabilities and deferred inflows of resources by \$787.3 million.

As of June 30, 2023, the City reported \$ 463.7 million in net position for its net investment in capital assets (e.g., land, buildings, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to the community; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The City also reported \$147.1 million in restricted net position. These are resources subject to external restrictions as to how they may be used, such as housing and economic development, capital projects, debt service, and other purposes.

The remaining \$177.3 million net position is unrestricted. The unrestricted net position includes the City's total net pension liability of \$278.8 million, which is not a claim on current financial assets. The total net pension liability increased by \$101.6 million (or 57%) from the prior fiscal year. The City has two agent multiple-employer defined benefit pension plans with CalPERS.

## MANAGEMENT'S DISCUSSION & ANALYSIS

The tables on the following pages present a summary and net changes of the City's net position as of June 30, 2022, and June 30, 2023.

### STATEMENT OF NET POSITION

(Amounts in millions)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
Current and other assets	\$ 384.4	\$ 354.0	\$ 284.2	\$ 390.5	\$ 668.6	\$ 744.5
Capital assets	475.7	466.2	699.4	552.0	\$ 1,175.1	1,018.2
<b>Total assets</b>	<b>860.1</b>	<b>820.2</b>	<b>983.6</b>	<b>942.5</b>	<b>1,843.7</b>	<b>1,762.7</b>
Deferred outflows - deferred loss on refunding	0.8	0.9	-	-	0.8	0.9
Deferred outflows - OPEB related amounts	1.6	1.7	0.2	0.2	1.8	1.9
Deferred outflows - related to pensions	61.0	24.2	5.3	1.9	66.3	26.1
					-	-
<b>Total deferred outflows of resources</b>	<b>63.4</b>	<b>26.8</b>	<b>5.5</b>	<b>2.1</b>	<b>68.9</b>	<b>28.9</b>
Current liabilities	79.4	59.9	15.1	15.0	94.5	74.9
Non-current liabilities	380.6	282.2	637.0	645.5	1,017.6	927.7
<b>Total liabilities</b>	<b>460.0</b>	<b>342.1</b>	<b>652.1</b>	<b>660.5</b>	<b>1,112.1</b>	<b>1,002.6</b>
Deferred gain on refunding	-	-	0.6	0.6	0.6	0.6
Deferred inflows - related to leases	9.5	3.4	-	-	9.5	3.4
Deferred inflows - related to pensions	1.4	49.0	0.2	4.5	1.6	53.5
Deferred inflows - OPEB related amounts	1.2	3.2	0.3	0.5	1.5	3.7
<b>Total deferred inflows of resources</b>	<b>12.1</b>	<b>55.6</b>	<b>1.1</b>	<b>5.6</b>	<b>13.2</b>	<b>61.2</b>
Net investment in capital assets	384.1	397.8	79.6	135.2	463.7	533.0
Restricted	54.9	45.3	92.2	33.3	147.1	78.6
Unrestricted	12.4	6.2	164.1	110.0	176.5	116.2
<b>Total net position</b>	<b>\$ 451.4</b>	<b>\$ 449.3</b>	<b>\$ 335.9</b>	<b>\$ 278.5</b>	<b>\$ 787.3</b>	<b>\$ 727.8</b>



# STATEMENT OF ACTIVITIES

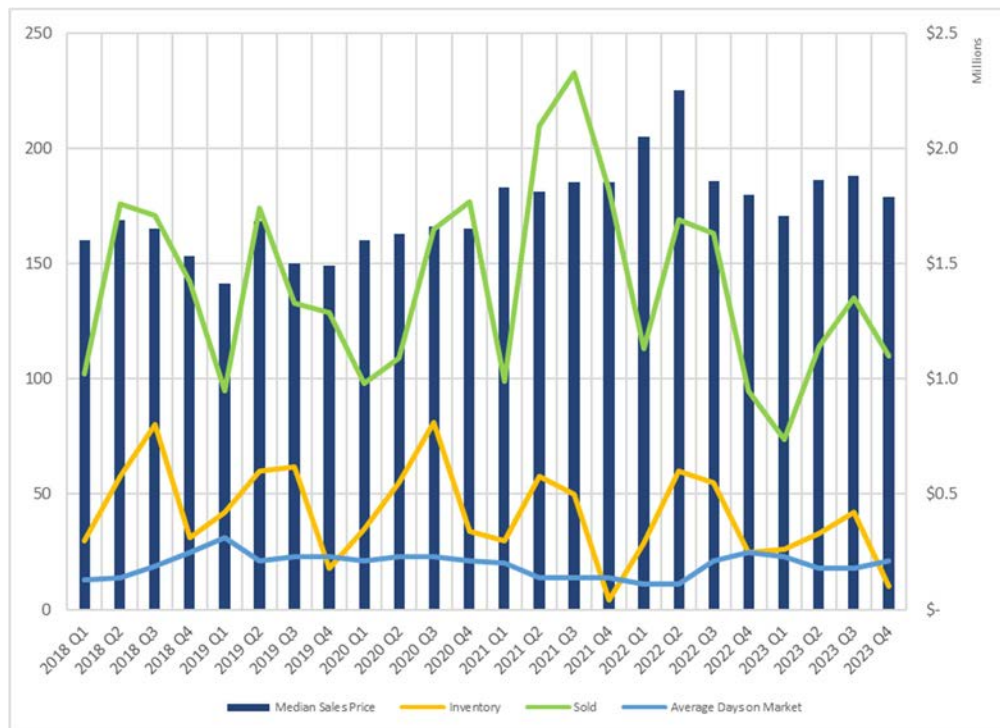
(Amounts in millions)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
<b>Revenues:</b>						
Program revenues:						
Charges for services	\$ 37.4	\$ 36.0	\$ 78.0	\$ 71.5	\$ 115.4	\$ 107.5
Operating grants and contributions	9.8	16.4	-	-	9.8	16.4
Capital grants and contributions	5.4	9.1	15.5	21.4	20.9	30.5
General revenues:						
Property taxes	83.3	74.8	-	-	83.3	74.8
Sales taxes	34.3	33.4	-	-	34.3	33.4
Property transfer taxes	7.4	14.3	-	-	7.4	14.3
Business, hotel & other taxes	16.4	11.3	-	-	16.4	11.3
Franchise taxes	3.6	3.1	-	-	3.6	3.1
Investment earnings & other revenue	6.7	(5.9)	7.4	(0.5)	14.1	(6.4)
<b>Total revenues</b>	<b>204.3</b>	<b>192.5</b>	<b>100.9</b>	<b>92.4</b>	<b>305.2</b>	<b>284.9</b>
<b>Expenses:</b>						
General government	28.6	23.4	-	-	28.6	23.4
Community development	16.8	20.4	-	-	16.8	20.4
Public safety	94.3	67.0	-	-	94.3	67.0
Public works	29.0	21.7	-	-	29.0	21.7
Parks and recreation	20.9	16.5	-	-	20.9	16.5
Golf	2.5	2.4	-	-	2.5	-
Library	9.4	8.7	-	-	9.4	8.7
Interest on long term debt	2.5	2.4	-	-	2.5	2.4
Sewer	-	-	41.8	41.9	41.8	41.9
<b>Total expenses</b>	<b>204.0</b>	<b>162.5</b>	<b>41.8</b>	<b>41.9</b>	<b>245.8</b>	<b>202.0</b>
<b>Increase (decrease) in net position before special items and transfers</b>	<b>0.3</b>	<b>30.0</b>	<b>59.1</b>	<b>50.5</b>	<b>59.4</b>	<b>82.9</b>
Transfers	1.8	-	(1.8)	-	-	-
<b>Total transfers</b>	<b>1.8</b>	<b>-</b>	<b>(1.8)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in net position</b>	<b>2.1</b>	<b>30.0</b>	<b>57.3</b>	<b>50.5</b>	<b>59.4</b>	<b>82.9</b>
Net position - Beginning of Year, as restated	449.3	419.3	278.6	228.0	727.9	647.3
<b>Net position - End of year</b>	<b>\$ 451.4</b>	<b>\$ 449.3</b>	<b>\$ 335.9</b>	<b>\$ 278.5</b>	<b>\$ 787.3</b>	<b>\$ 730.2</b>

## GOVERNMENTAL ACTIVITIES

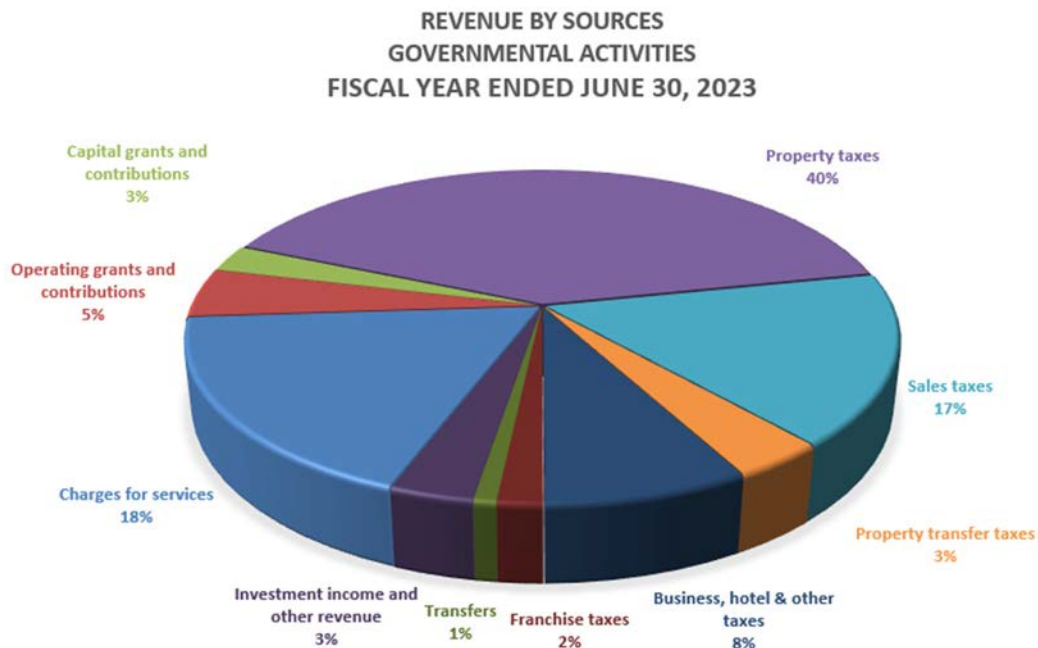
Governmental activities increased the City's total net position by \$2.1 million. Key elements contributing to the increase are described below.

- Overall, total revenues and transfers from governmental activities were \$206.1 million, a \$13.6 million increase compared to the prior fiscal year, primarily attributed to the higher investment returns, increases in tax revenues and charges for services. For the same period, expenses totaled \$204.0 million, an increase of \$41.5 million, principally reflecting CalPERS' 7.5% investment loss accompanied reduction of 1 basis point in discount rate and the resultant escalation of the City's unfunded pension liability.
- Property tax revenues, recorded in the governmental funds, totaled \$83.3 million, an increase of \$8.5 million or 11.4%, and were largely comprised of secured current year property taxes, property tax in-lieu of vehicle license fees (VLF), and Excess Educational Revenue Augmentation Fund (ERAF). Secured current year property tax represented 58.4% of all property tax revenues and increased by \$3.7 million compared to the prior fiscal year because of the increase in assessed value, which reflected new developments being added to the City's property tax roll and properties being sold and reassessed at market value. In 2022-23, property tax in-lieu of VLF (VLF) owed to the City was \$14.8 million, but only \$10.7 million was received, resulting in a VLF shortfall of \$4.1 million, for which the County of San Mateo has filed a claim with the State of California in August 2023, seeking consideration and appropriation of VLF shortfall backfill in the State's 2024-25 budget. The City received \$5.7 million of the 2020-21 VLF shortfall in the fiscal year 2022-23. Collectively, the City received \$16.4 million VLF revenue, an increase of \$4.1 million from the prior year.
- Real property transfer tax revenues declined \$6.9 million in current fiscal year from a record high of \$14.3 million in the previous year to \$7.4 million in the current fiscal year, as higher interest rates resulted in lower number of properties being transferred or sold. The chart below provides sales metrics for single family residential properties through the quarter ended June 30, 2023, including the median sales price and average days on market.

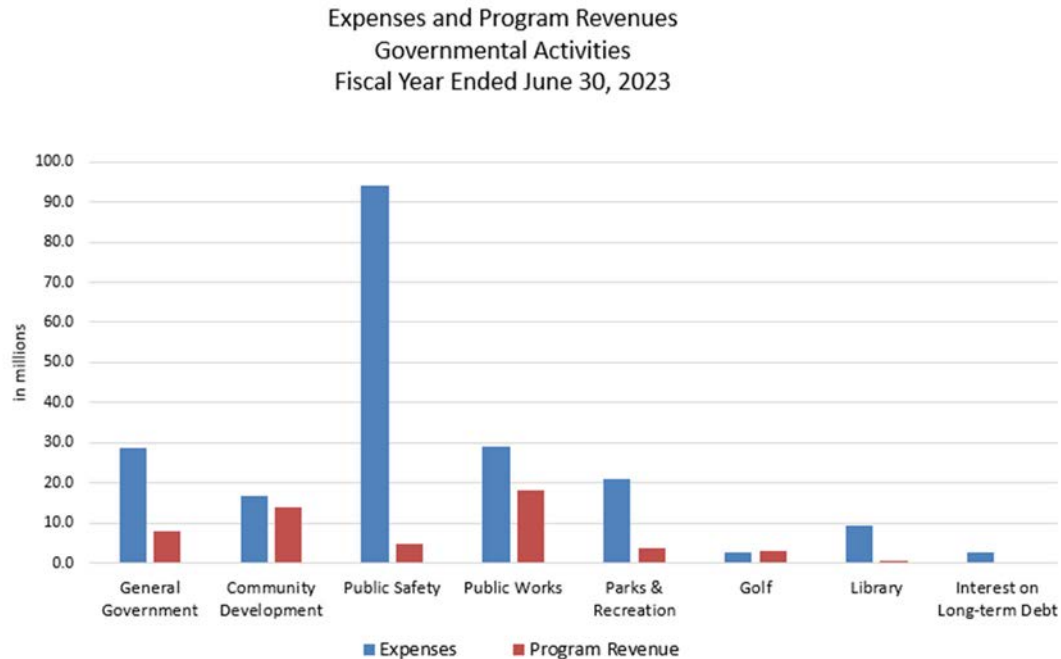


- The City accounted for \$34.3 million in sales tax revenues, which was a \$0.9 million (or 2.6%) increase compared to the prior fiscal year, partially due to the impact of inflation on consumer goods combined with a more modest growth following the strong gains in the previous year.
- Transient occupancy tax (TOT) revenues increased from \$4.5 million in the prior year to \$7.1 million in 2022-23, of which \$6 million was recorded in the General Fund and the remaining in the 2% Hotel Tax Fund. TOT 2018-19 baseline revenues were \$8.4 million. As such, excluding inflation, 2022-23 TOT revenues were only 84.5% of the 2018-19 baseline, not yet fully recovered to the pre-pandemic levels. The City's primary TOT base is from business travel, which is expected to be one of the last industries to recover, if at all, to pre-pandemic levels.
- The City's governmental activities accounted for 37.4 million in charges for services revenue, which was an increase of \$1.4 million (or 3.9%) compared to the prior fiscal year, primarily in parks and recreation, community development, and public safety. This reflects the return of the program revenues to normal operational levels.
- Revenue from operating grants and contributions declined \$6.6 million (or 40.2%) to \$9.8 million in FY 2022-23 from \$16.4 million in the prior fiscal. This decline is primarily due to the one-time ARPA funding of \$9.6 million received in the prior year.
- Revenue from capital grants and contributions reduced \$3.7 million (or 40.7%) from \$9.1 million in the prior fiscal year to \$5.4 million in the current fiscal year. This decline is attributed to certain one-time grants received in the prior year.

The following charts of governmental activities revenue by source, expense, and program revenue were derived from the Statement of Activities.







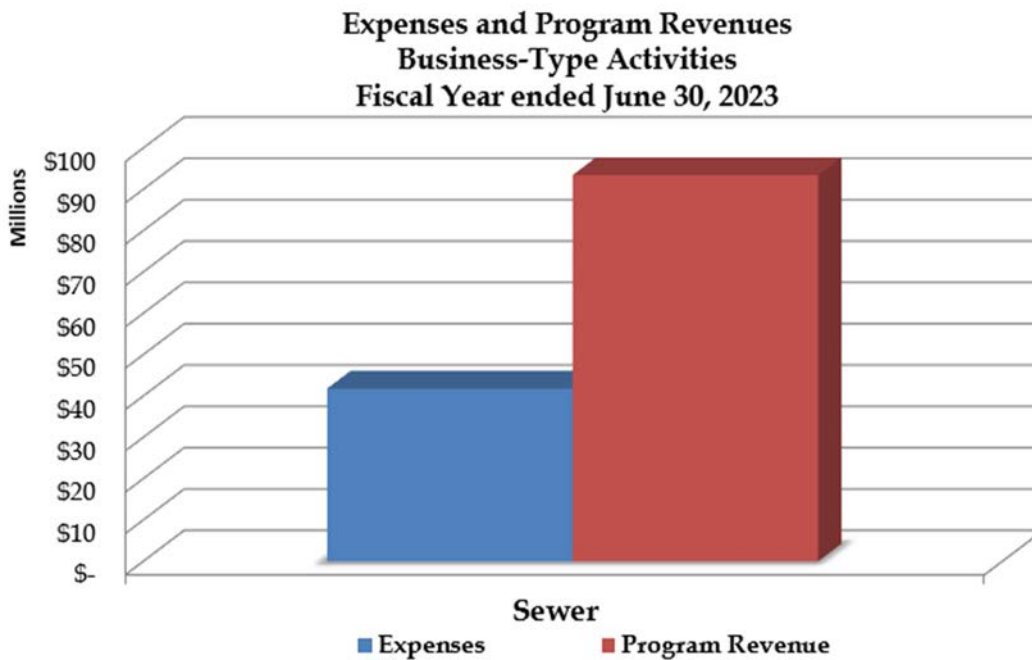
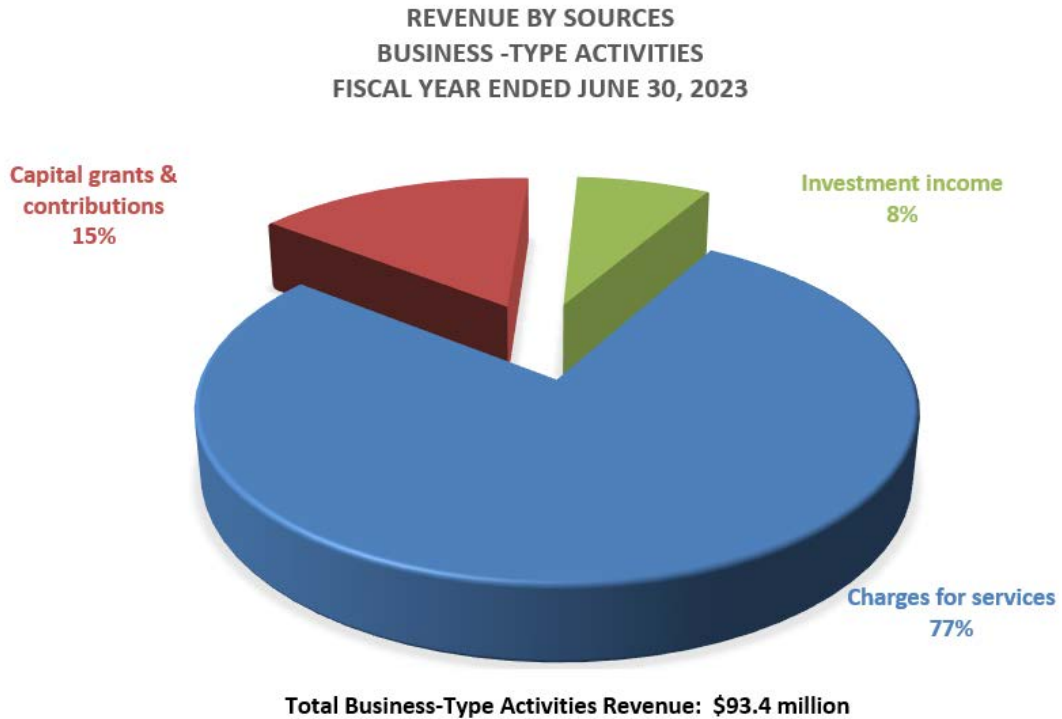
The cost of all governmental activities for the fiscal year ended June 30, 2023, was \$204.0 million. Some of the costs were paid by those directly benefiting from the programs (\$37.4 million), by other governments and organizations which subsidized programs with operating grants and contributions (\$9.8 million), or capital grants and contributions (\$5.4 million).

#### BUSINESS-TYPE ACTIVITIES

Business-type activities increased the City's net position by \$57.4 million. Key elements contributing to the increase are described below.

- Total program revenues of \$93.5 million, an increase of \$0.6 million from the prior year primarily due to a \$6.5 million gain in services that was partially offset by a \$5.9 million decrease in capital grants and contribution.
- Business-type activities charges for services increased \$6.5 million to \$78.0 million in 2022-23 from \$71.5 million in the prior year, reflecting the 12% increase in the City's sewer service rates.
- The decline of \$5.9 million in capital grants and contributions in current fiscal year was primarily driven by the Interim Capital Cost Agreement between the City of San Mateo and the Town of Hillsborough for the latter's share of costs for the Clean Water Program. Since the Government-Wide Financial Statements (as well as the Sewer Enterprise Fund) are accounted on a full accrual basis, the full amount due from the Town of Hillsborough is recognized as revenue although it will be paid over 30 years (discounted by the percentage of project completion). During the current fiscal year, the City recognized \$10.5 million capital contribution due from the Town of Hillsborough compared to \$17.3 million in previous year.

The following charts of business-type activities revenue by source, expense, and program revenues were derived from the Statement of Activities.



Total business-type activities expenses and transfers out for the fiscal year ended June 30, 2023 were \$43.6 million, an increase of \$1.7 million or 4.1%, compared to the prior year. The increase was primarily due to increases in salary and benefits, pension expenses, related to increased net pension liability, and allocated costs for workers compensation.

Cash and investments of business-type activities totaled \$138.4 million, an increase of \$35.3 million compared to \$103.1 million in the prior year. Higher investment income and increase in business-type activities charges for services, were the primary driver behind the healthy cash position, which is intentional in order to provide strong liquidity during the construction phase of the Clean Water Program, as well as a robust debt coverage ratio consistent with the Sewer enterprise's AA credit rating.

Business type activities non-depreciable assets increased by \$152.6 million to \$534.7 million, reflecting increased Sewer capital projects construction activities for the sewer collection and treatment systems during the fiscal year.

## FINANCIAL ANALYSIS OF THE CITY'S FUNDS

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As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

### GOVERNMENTAL FUNDS

The focus of the City's governmental funds is to provide information on current year revenues, expenditures, and balances of spendable resources. Such information is useful in assessing the City's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of June 30, 2023, the City's governmental funds combined ending fund balance was \$263.4 million, which was an increase of \$10.4 million from the prior fiscal year. Of the total fund balances, \$107.7 million is unassigned fund balance, which is available for spending at the City's discretion.

The General Fund is the primary operating fund of the City, as it accounts for nearly all tax revenues and the cost of core services. The unassigned fund balance of the General Fund was \$107.7 million, while the total fund balance was \$117.9 million. As a measure of liquidity, both unassigned fund balance and total fund balance can be compared to total fund expenditures. Unassigned fund balance and total fund balance represent approximately 72.0% and 98% of total General Fund expenditures of \$149.9 million, respectively. The City Council policy goal is to have reserves of at least three months of budgeted operating expenditures. The adopted 2022-23 budget for General Fund expenditures (excluding transfers out) was \$145.5 million, therefore the minimum amount of General Fund reserves required for compliance with the reserves policy in 2022-23 was \$36.4 million.

While the City's unassigned fund balance is above the policy goal, the uncertainties of the future trends of the TOT recovery, VLF shortfall, and the impact of CalPERS investment performance on the City's pension contributions will likely result in a significant draw down on the General Fund's Rainy-Day Reserve, which is included as part of the unassigned fund balance.

Governmental funds revenues, expenditures, and change in fund balances for the last ten fiscal year can be found under the Statistical Section of this report.

The City will continue to monitor economic indicators that impact the City's tax revenues and expenditures, including:

- Ongoing elevated inflation, increasing the cost to purchase goods and services;
- The Federal Reserve's efforts to mitigate inflation by increasing the Federal Funds Rate, which ultimately increases the City's investment earnings, but as interest rates climb higher, the GASB 31 fair market value adjustment may be negative. Conversely, if the City issues debt during this time, it will incur greater interest expense.
- The increased cost to borrow money, which places pressure on the prospective home buyers, will likely dampen the City's real property transfer tax.

### General Fund

The General Fund is the City's primary operating fund. General Fund total revenues increased by \$3.9 million or 2.4% to \$163.6 million. General Fund's major revenues include:

Property tax remains the largest and most stable revenue source for the General Fund. The City accounted for \$80.6 million in property tax revenues in 2022-23, which were \$8.3 million more than the prior fiscal year. The primary driver of property tax growth is rising assessed real estate values in the region.

Sales tax revenue is currently the second largest revenue source of the General Fund. General Fund sales tax revenues experienced a modest increase of \$0.5 million (1.7%) from \$29.1 million in the prior year to \$29.6 million in the fiscal year ended June 30, 2023, partially due to the impact of inflation on consumer goods combined with a more modest growth following the strong gains in the previous year.

Other taxes consist of Transient Occupancy Tax (TOT), real property transfer tax (RPTT), business tax and franchise fees. In 2022-23, other taxes experienced a decrease of \$2.2 million, concluding the fiscal year with \$26.1 million. Specifically, \$6.1 million was generated from TOT, \$7.4 million from RPTT, \$8.8 million from business tax and the remaining \$3.8 million from franchise and other taxes. While TOT, business tax and franchise taxes all saw revenue growth, RPTT experienced a significant drop in 2022-23, which was directly attributed to the high interest rate environment. High borrowing costs have put pressure on the housing market, leading to decreases in both home sales volume and home sale prices. RPTT decreased to \$7.4 million in 2022-23, down by \$6.9 million from the record high of \$14.3 million in the prior year.

With the exception of other taxes, intergovernmental, and parking meter and lease revenue, all other General Fund revenue categories increased in comparison to the prior fiscal year. The largest categorical increase was in the investment income which increased \$3.6 million to \$0.4 million in the current fiscal year, compared to an investment loss of \$3.2 million in the prior fiscal year. The loss from the previous year was primarily attributed to mark-to-market accounting adjustments resulting from the rapid rate hikes implemented by the Federal Reserve. The 2022-23 mark-to-market adjustment was more moderate due to a more stable fixed income investment environment.

General Fund non-tax revenues had mixed results compared to the prior year in every category. General Fund revenue from charges for services was \$13.7 million, which was a \$1.9 million (or 16%) increase from the prior year, which primarily reflected the return of Recreation programming from restrictions of the pandemic over the prior three years. Intergovernmental revenues declined \$8.7 million (or 71%) compared to the prior year because of the one-time ARPA funding of \$9.6 million received in the prior year.

The General Fund accounted for \$149.8 million in total expenditures, which was an increase of \$14.1 million compared to the prior fiscal year, reflecting capital outlay, and the cost of negotiated increase in employee compensation, largely with public safety employees. The increase of \$4.5 million in capital outlay expenditures is associated with subscription assets required to be recognized due to the implementation of GASB 96.

For the year, the General Fund's total revenues exceeded expenditures by \$13.7 million, before other financing uses of \$7.3 million. The net other financing uses amount was primarily transfers out for capital projects. As such, the net change in fund balance for the General Fund was an increase of \$6.4 million, increasing fund balance to \$117.9 million.

#### General Capital Projects Fund

The General Capital Projects Fund was established to account for the City's major infrastructure improvement needs and other capital projects. At the end of the fiscal year, the total fund balance was \$54.2 million, decreasing by \$1.3 million or 2.3% from the prior fiscal year. Total expenditures were \$25.5 million and were spent on completion of various capital projects, such as \$11.7 million for city-wide street rehabilitation and reconstruction, \$4.8 million for storm and flood control improvements, \$2.8 million for high voltage street light conversion, \$1.4 million in parks projects, and \$3.0 million in city facilities and technology upgrades. The city-wide street rehabilitation will repair streets that had been identified as failed in 2013 and ensure that the City will be able to maintain its Pavement Condition Index score of 70.

#### Construction Services Fund

The Construction Services Fund was established to account for building permit revenue and expenditures for activities relating to the review of private development projects to achieve long-term economic growth in the City. At the end of the fiscal year, the total fund balance was \$32.6 million, a decrease of \$3.7 million from the prior fiscal year, which reflected the City's objective of aligning the cost of services with fees and drawing down on the existing fund balance.

### PROPRIETARY FUNDS

Proprietary Funds are comprised of enterprise and internal service funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but with some additional details.

The City has a sewer enterprise operation. Total enterprise fund net position was \$335.9 million, an increase of \$57.3 million, or 20.6%, over the prior fiscal year.

The unrestricted net position of the Sewer Enterprise Fund at the end of the fiscal year was \$164.1 million, an increase of \$54.1 million in unrestricted net position from the prior fiscal year. This is due primarily to the approved rate increase that took effect on July 1, 2022. In addition to shifting the rate to be 50% volumetric and 50% fixed cost to provide greater revenue stability, the 12% rate increases also provide a critical funding source for the Clean Water Program. They ensure that the Sewer Enterprise Fund has the cash position and debt service coverage ratio that is consistent with the requirements for a viable and sustainable enterprise. This alignment also supports the fund's high credit rating and ensures compliance with its debt coverage requirements pursuant to debt indentures.

The internal service funds' total net position of \$15.5 million decreased by \$8.8 million or 36.3% from the prior year. The unrestricted net position at the end of the year was \$9.3 million, or 60% of total net position. The current year's decrease in total net position of the internal service funds is due to a variety of factors that are discussed in more detail below.

The Workers' Compensation Insurance Fund's net position of \$6.4 million was an increase of \$1.3 million from the prior year. Revenue from charges for services is set based on budget assumptions, largely on the magnitude of claims. The City will balance the workers' compensation collection rate charged to operating departments with promoting programs to reduce the magnitude and frequency of workers' compensation claims.

The Dental Fund ended the fiscal year with a net position of \$1.0 million, a slight decrease of \$0.1 million compared to the prior year. The Benefits Fund's ending net position was \$0.6 million, an increase of \$0.8 million.

The Comprehensive Liability Insurance Fund's ending net position was negative \$12.1 million, a decrease of \$10.5 million. This was due primarily to an increase in claims payable resulting from outstanding litigations.

The Vehicle and Equipment Replacement Fund ended fiscal year 2022-23 with \$18.8 million in net position, which was a decrease of \$0.4 million or 2.0% compared to the prior fiscal year. This nominal change largely represents current collection rates are sufficient to reimburse the costs for vehicle and equipment replacement.

The Fleet and Building Maintenance Fund ended the year with a net position of \$0.8 million, which was an increase of \$0.1 million compared to the prior fiscal year, which reflected collection rates are sufficient to cover the expenses related to maintenance of City vehicles and buildings.



## GENERAL FUND BUDGETARY HIGHLIGHTS

The City's final budget differs from the original adopted budget in that expenditures were adjusted upward by \$2.2 million. In total, the final 2022-23 budget for the General Fund reflected a net loss of \$8.8 million, as revenue/transfer in estimates of \$162.5 million were less than amended appropriations and transfer out of \$171.3 million. On the following page is a summary of the General Fund budgetary comparison schedule (amounts in millions).

SUMMARY OF GENERAL FUND BUDGETARY COMPARISON SCHEDULE				
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Results</u>	<u>Variance from Final Budget Favorable (Unfavorable)</u>
<b>Resources:</b>				
Revenues	157.2	157.2	163.6	6.4
Transfers in	5.2	5.3	5.2	(0.1)
Proceeds from sale of property			0.0	0.0
Inception of subscription liability			2.9	2.9
<b>Total resources</b>	<u>162.4</u>	<u>162.5</u>	<u>171.7</u>	<u>9.2</u>
<b>Charges to appropriations:</b>				
Expenditures	151.2	153.4	149.8	3.6
Transfers out	15.9	17.9	15.5	2.4
<b>Total charges</b>	<u>167.1</u>	<u>171.3</u>	<u>165.3</u>	<u>6.0</u>
Net change in fund balance	<u>(4.7)</u>	<u>(8.8)</u>	6.4	<u>15.2</u>
Beginning fund balance			111.5	
Ending fund balance			<u>\$ 117.9</u>	

General Fund total resources - actual revenues and transfers in were \$6.3 million more than the final budgeted estimate, while total charges - actual expenditures and transfers out were \$6.0 million under the final budget. At the end of the fiscal year, the total fund balance of the General Fund was \$117.9 million, which was an increase of \$6.4 million compared to the prior fiscal year.

The following schedule shows differences between the final estimated revenues and actual revenues of greater than \$1.0 million in value (amounts in millions).

<u>Revenue Source</u>	<u>Estimated Revenues</u>	<u>Actual Revenues</u>	<u>Difference</u>
Property taxes	\$ 80.2	\$ 80.6	\$ 0.4
Sales taxes	29.4	29.6	0.2
Other taxes	23.7	26.1	2.4
Charges for services	12.7	13.7	1.0
Investment income	1.7	0.4	(1.3)
Parking Meter and Lease Revenue	2.0	3.4	1.4

Of the notable budget variances for revenues noted above, the primary drivers for the variance in property taxes were secured current year, Excess ERAF, and property tax in-lieu of VLF as previously explained. The accelerated recovery of sales tax revenue back to the 2018-19 pre-pandemic baseline were reflected the resiliency of the general retail and food service business sectors. Other taxes reflected TOT revenues faring better than expected, but still only 80% of the pre-pandemic baseline. The City accounted for \$7.4 million in real property transfer tax (RPTT), which is also included in the other taxes category.

Actual expenditure was \$3.6 million less than the final budget. The largest favorable variance was police, public works, and parks and recreation departments.

## CAPITAL ASSETS AND LONG-TERM DEBT ADMINISTRATION

### CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2023, amounts to \$1.2 billion, which is \$157.0 million more than the prior year. This investment in capital assets includes land, buildings, improvements, machinery and equipment, construction in progress, and infrastructure - park facilities, roads, highways, bridges, lighting systems, sewer and storm systems, and the golf course. Major capital asset activity during the current fiscal year included city-wide sanitary sewer and storm improvements, and city-wide street rehabilitation and reconstruction. Additional information on the City's capital assets can be found in Note 6 on pages 92-93 of this report.

#### CAPITAL ASSETS

(Amounts in millions)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
Non-depreciable assets:						
Land	\$ 52.1	\$ 52.1	\$ 4.0	\$ 4.0	\$ 56.1	\$ 56.1
Construction in progress	25.2	76.7	530.7	378.1	555.9	454.8
Total non-depreciable assets	<b>77.2</b>	<b>128.8</b>	<b>534.7</b>	<b>382.1</b>	<b>611.9</b>	<b>510.9</b>
Depreciable assets (net of depreciation):						
Building and improvements	112.0	117.3	-	-	112.0	117.3
Treatment plant & transmission lines	-	-	163.5	168.9	163.5	168.9
Machinery and equipment	8.6	8.0	1.1	0.9	9.7	8.9
Infrastructure	271.9	210.5	-	-	271.9	210.5
Leased Assets	1.0	1.6	0.1		1.1	1.6
Subscription Assets	5.0	1.4			5.0	1.4
Total depreciable assets (net)	<b>398.5</b>	<b>338.8</b>	<b>164.7</b>	<b>169.8</b>	<b>563.2</b>	<b>508.6</b>
Total capital assets	<b>\$ 475.7</b>	<b>\$ 467.6</b>	<b>\$ 699.4</b>	<b>\$ 551.9</b>	<b>\$ 1,175.1</b>	<b>\$ 1,019.5</b>



### LONG-TERM DEBT

At the end of the current fiscal year, the City had total long-term debt outstanding of \$711.2 million. Of this amount, \$15.7 million comprises debt backed by the full faith and credit of the City. The remainder of outstanding debt is primarily composed of bonds secured by specified revenue sources; e.g., sewer charges, and loans.

#### OUTSTANDING DEBT General Obligation and Revenue Bonds (Amounts in millions)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
General Obligation Bonds	\$ 15.7	\$ 17.4	\$ -	\$ -	\$ 15.7	\$ 19.0
Revenue Bonds	17.6	18.6	619.1	635.4	636.8	403.7
Advance Payable to other Governments	49.7	51.2	-	-	49.7	51.2
Loans payable	4.3	4.9	-	-	4.3	5.5
Leases payable	1.1	1.6	0.07	-	1.1	-
Subscription Liability	3.5	1.4	-	-	3.5	1.4
<b>Total outstanding debt</b>	<b>91.9</b>	<b>95.2</b>	<b>619.2</b>	<b>635.4</b>	<b>711.1</b>	<b>480.8</b>

The City's rating for General Obligation Bonds is AA+ from Standard & Poor's and Aaa from Moody's. Standard & Poor's has assigned a rating of Aa2 for the City's revenue bonds.

State statutes limit the amount of general obligation debt a governmental entity may issue to 15% of its total assessed valuation. The current debt limitation for the City is approximately \$5.3 billion, and at June 30, 2023, the City was only at 0.30% of its legal debt limit. Additional information on the City of San Mateo's long-term debt can be found in Note 7 on pages 94-105 of this report.

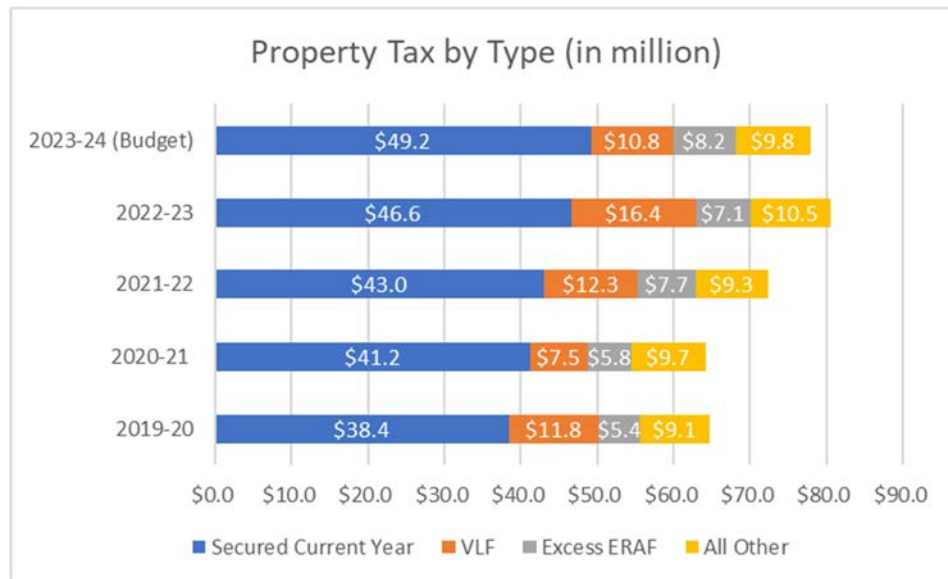
## ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The City of San Mateo prides itself in the prudent management of its financial resources through long-term financial strategies and conservative financial decisions. The narratives below discuss the City's major tax revenues and the assumptions included in the adopted 2023-24 budget.

### *Property Tax*

Property tax revenues have historically been the City's largest and most stable revenue source. The General Fund's property tax revenue is projected to be \$78.0 million for fiscal year 2023-24, with assessed value projected to grow 5.5%.

As shown in the chart below, secured current-year property tax comprises the majority of property tax revenue, followed by property tax in-lieu of VLF (VLF), and excess ERAF. VLF accounts for over 10% of the total property tax. The ongoing escalation of the county-wide VLF shortfall is not an economic factor, but rather, a structural flaw in the State law that currently there is no reliable funding source for the VLF revenue. This uncertainty will continue to pose a risk to property tax revenue.



The primary reason for the VLF shortfall is the decrease in the number of non-basic aid school districts in San Mateo County, resulting in less property tax revenues available to fund the property tax in-lieu of VLF payment. Currently, the only remedy is for the county to file a claim with the State of California each fall to include the VLF shortfall backfill in the State's General Fund budget for the subsequent fiscal year. As such, there is a two-year gap between the year that the cities and the county experience the shortfall and the year in which the state appropriates the funds.

For instance, in fiscal year 2020-21, the City was owed \$13.2 million in VLF, but received only \$7.5 million, leaving a shortfall of \$5.7 million. This shortfall was received by the City in 2022-23. In the subsequent fiscal year 2021-22, the City's VLF shortfall amounted to \$1.9 million, which is projected to be distributed to the City in 2023-24. For fiscal year 2023-24, the county-wide VLF shortfall has grown to over \$100 million, with the City's share at \$6.7 million. Although the State has historically addressed the county-wide VLF shortfall claims, as the shortfall grows, the State may not have the political will or resources to address this issue in the near future. This risk factor will be monitored closely each year. The county and city leaders have formed a task force to seek a long-term solution to this issue.

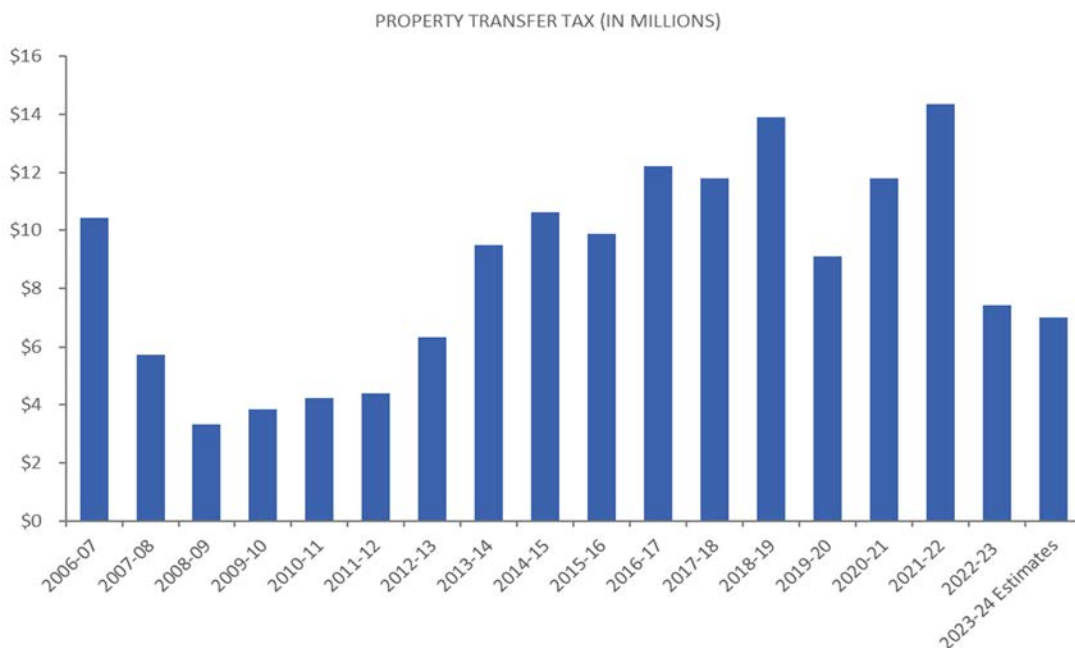
### Sales Tax

Sales tax is the second largest revenue source for the general fund. While sales tax revenues recovered back to the pre-pandemic baseline in fiscal year 2021-22, the long-term trend of the City's sales tax revenues not keeping pace with inflation continues. This trend was largely driven by changes in consumer behaviors and the juxtaposition against the State of California's antiquated sales tax laws and allocation methodologies. Since the advent of online commerce, consumer habits have shifted to purchase more goods from online retailers and less from physical stores. In addition, consumers spend more disposable income purchasing experiences, which are exempt from sales tax in California. To compound this erosion of the sales tax base, a handful of local municipalities have entered into sales tax rebate agreements with retailers, which places the point of sale for online transactions in the local municipality, and a percentage of use tax is rebated back to the retailer. These agreements erode the use tax that was being allocated proportionately based on each municipality's share of the local 1% sales tax via the Bradley Burns Uniform Sales and Use Tax through the local county pool. While there have been legislative efforts to provide for destination-based sales tax allocation and to broaden the sales tax base to include services, the political climate has not been conducive to these modifications to date. The adopted 2023-24 budget assumes modest growth in sales tax revenues.

### Real Property Transfer Tax

As a charter city, San Mateo has a 0.5% Real Property Transfer Tax (RPTT). Also, in November 2022 election, San Mateo voters approved Measure CC that increased the RPTT rate to 1.5% for properties sold or transferred with a value of \$10 million or more. While RPTT is one of the General Fund's top tax revenue sources, it is also its most volatile. During the Great Recession, RPTT went from \$10.4 million in 2006-07 to \$3.3 million in 2008-09 and did not recover to the pre-Great Recession baseline until 2014-15. In response to the pandemic-driven recession, RPTT dropped significantly from the record \$13.9 million in 2018-19 to \$9.1 million a year later. RPTT rebounded to \$14.3 million in 2021-22 but dropped back to \$7.4 million in 2022-23.

The adopted 2023-24 budget projects RPTT revenue at \$8 million, consistent with the assumption used in the General Fund Long-Term forecast. Based on the latest information, the projected RPTT for 2023-24 is now \$7 million, which is \$1 million short of the budgeted amount. Due to the volatility, RPTT assumption will be monitored each year, but certainly in the current cycle due to high interest rates, the impact on prospective home buyers, and by extension, the City's RPTT.



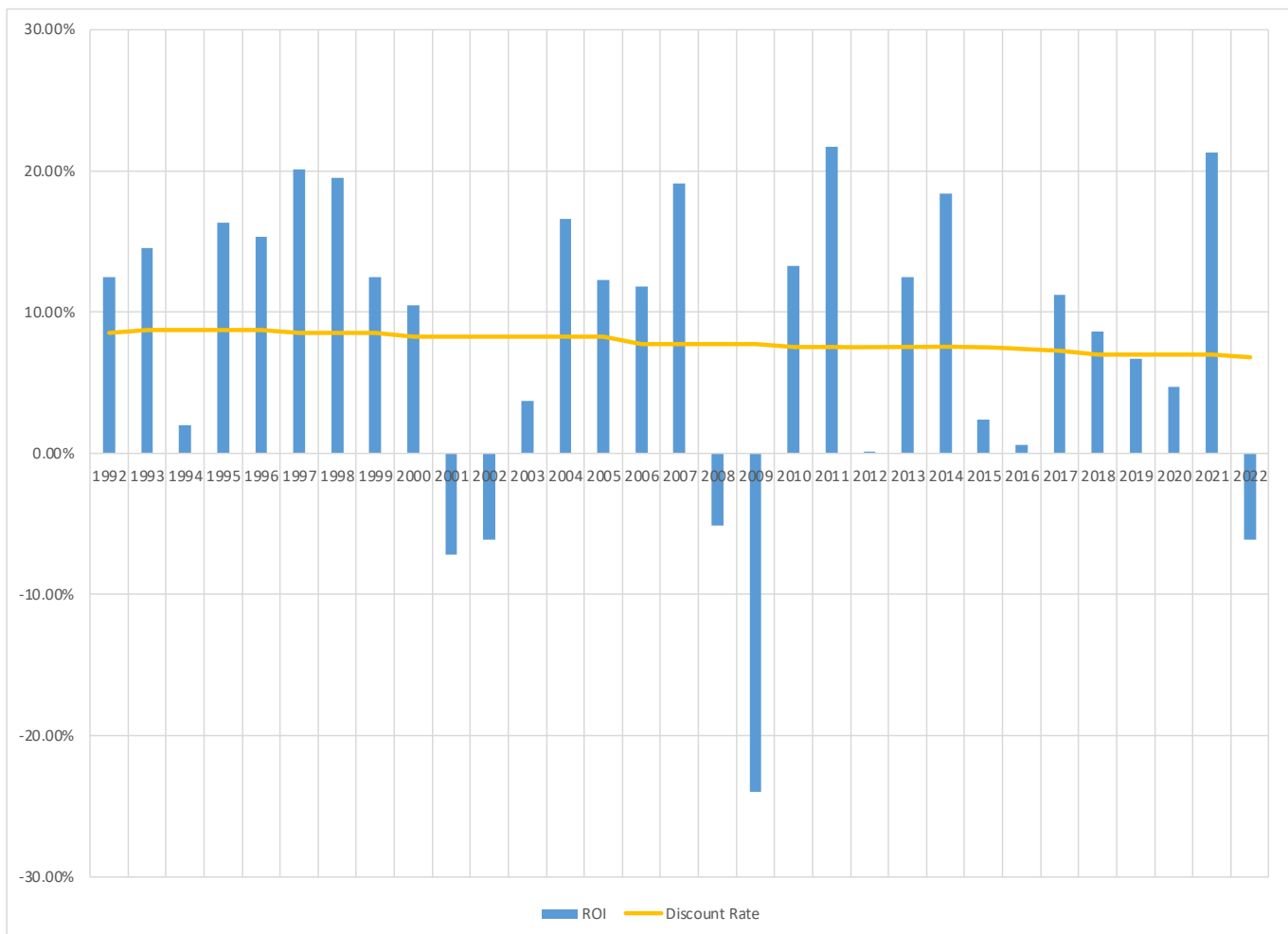
### *Transient Occupancy Tax*

Prior to the pandemic, the City's General Fund Transient Occupancy Tax (TOT) revenues increased an average of 8.4% per year from 2001-02 to 2018-19. Given the TOT base's reliance upon business travel, TOT was the tax revenue most susceptible to the pandemic due to the impact on the travel industry. The City's TOT assumptions over the General Fund Long Term forecast anticipate a prolonged recovery, as business travel is expected to be one of the last industries to recover, if at all, to pre-pandemic levels. Compared to the 2018-19 TOT baseline of \$7.0 million, the 2023-24 General Fund TOT is projected to be \$6.0 million. Due to a hotel closure in Spring 2024, this projection will likely be adjusted downward to \$5.3 million. Even with the passage of Measure W in November 2020 to increase the City's TOT rate from 12% to 14%, the long-term TOT trend remains uncertain and will be continually monitored for performance.

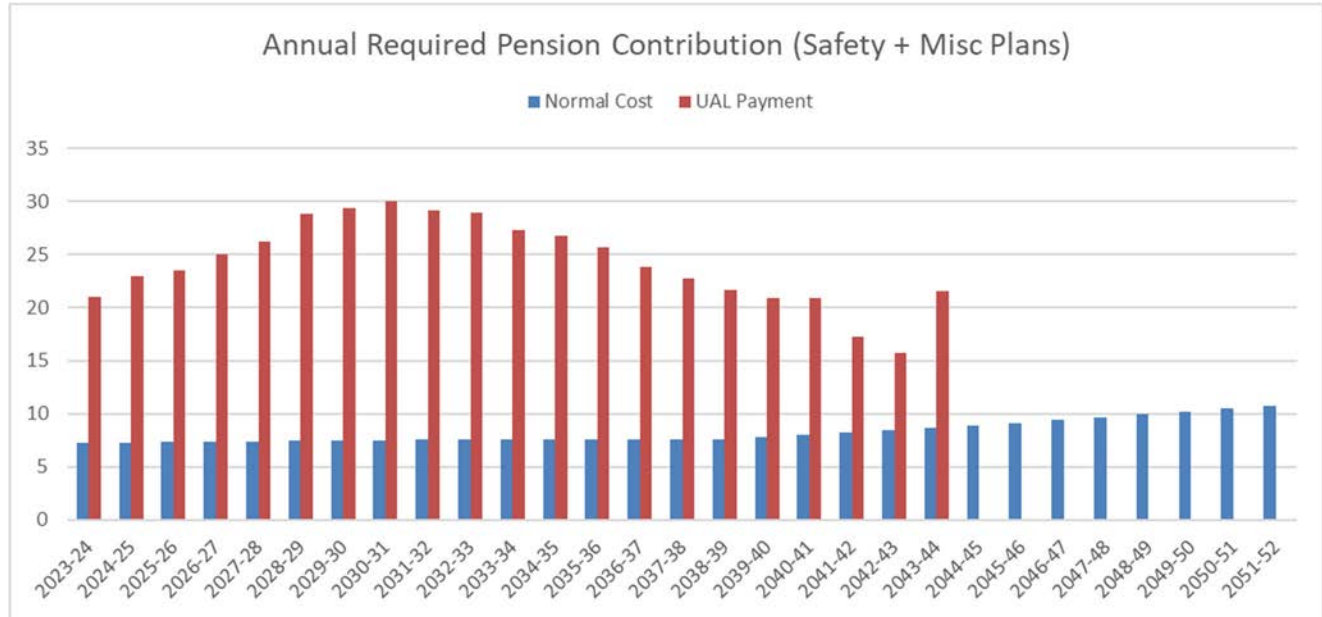
Overall, the adopted 2023-24 General Fund budget projects \$159.1 in total revenues and transfers in and \$171.7 in expenditures (including \$14.2 million of transfers out), resulting in a deficit of \$12.6 million.

### *Pension Contributions and Unfunded Liability*

The City's pension contribution will increase significantly starting fiscal year 2024-25 due to CalPERS investment loss of negative 7.5% in fiscal year 2021-22 which has added \$101.6 million to the City's net pension liability as of June 30, 2023.



This investment loss will increase the City's annual required pension contribution, initiating a five-year ramp-up period starting in 2024-25 with the remainder amortized over 20 years. As a result, the City will need to allocate an additional \$2 million to \$5 million annually starting from 2024-25 through 2027-28. After that, additional costs will increase to \$8 million each year starting 2028-29 for five years before ramping down.



Source of information: CalPERS pension outlook

Over the years, the City has implemented various measures to mitigate pension costs, such as making additional discretionary payments (ADP) directly to CalPERS with one-time revenue, adding a new tier pension formula for miscellaneous plan employees, and partnering with employees to pay a portion of the employer costs. Establishing a Section 115 pension trust is another viable option to explore in order to mitigate the budget impact of rising pension costs.

Detailed information on the pension liability can be found in the Notes to the Basic Financial Statements under Note 11 on page 108 to 115.

## REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City of San Mateo's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, 330 West 20<sup>th</sup> Avenue, San Mateo, California, 94403.



FINAL DRAFT 03.08.2024

**BASIC FINANCIAL STATEMENTS**

FINAL DRAFT 03.08.2024

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FINAL DRAFT 03.08.2024

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**City of San Mateo**  
**Statement of Net Position**  
**June 30, 2023**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and investments	\$ 320,601,766	\$ 138,387,868	\$ 458,989,634
Accounts receivable, net	5,379,331	19,230,179	24,609,510
Interest receivable	1,866,017	773,976	2,639,993
Taxes receivable	6,321,438	-	6,321,438
Grants receivable	1,643,795	-	1,643,795
Leases receivable - current	435,129	-	435,129
Prepaid items, inventory, and deposits	888,570	-	888,570
Total current assets	337,136,046	158,392,023	495,528,069
Noncurrent assets:			
Restricted cash and investments	20,883,065	92,240,461	113,123,526
Investment in JPA	12,484,582	-	12,484,582
Leases receivable	9,692,648	-	9,692,648
Loans and notes receivable, net	4,174,292	33,569,592	37,743,884
Capital assets:			
Non-depreciable	77,225,462	534,750,446	611,975,908
Depreciable/amortizable, net	398,515,285	164,655,004	563,170,289
Total capital assets	475,740,747	699,405,450	1,175,146,197
Total noncurrent assets	522,975,334	825,215,503	1,348,190,837
<b>Total assets</b>	<b>860,111,380</b>	<b>983,607,526</b>	<b>1,843,718,906</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred loss on refunding	821,632	-	821,632
Related to OPEB	1,630,681	242,158	1,872,839
Related to pensions	60,989,073	5,265,010	66,254,083
<b>Total deferred outflows of resources</b>	<b>63,441,386</b>	<b>5,507,168</b>	<b>68,948,554</b>

**City of San Mateo**  
**Statement of Net Position (Continued)**  
**June 30, 2023**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	37,584,598	1,099,392	38,683,990
Retention payable	5,772,579	-	5,772,579
Accrued payroll	1,873,518	-	1,873,518
Deposits payable	12,276,864	1,067,487	13,344,351
Interest payable	604,937	10,932,340	11,537,277
Unearned revenue	5,102,573	-	5,102,573
Compensated absences - due within one year	879,322	121,916	1,001,238
Claims payable - due within one year	9,470,000	-	9,470,000
Landfill postclosure cost payable - due within one year	111,258	-	111,258
Long-term debt - due within one year	5,771,322	1,902,796	7,674,118
Total current liabilities	79,446,971	15,123,931	94,570,902
Noncurrent liabilities:			
Net OPEB liability	7,337,672	1,089,651	8,427,323
Net pension liability	261,133,799	17,622,949	278,756,748
Compensated absences - due in more than one year	7,114,512	986,409	8,100,921
Claims payable - due in more than one year	17,240,000	-	17,240,000
Landfill postclosure cost payable - due in more than one year	1,557,615	-	1,557,615
Long-term debt - due in more than one year	86,167,770	617,308,510	703,476,280
Total noncurrent liabilities	380,551,368	637,007,519	1,017,558,887
<b>Total liabilities</b>	459,998,339	652,131,450	1,112,129,789
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred gain on refunding	-	573,632	573,632
Related to leases	9,510,620	-	9,510,620
Related to OPEB	1,461,419	217,025	1,678,444
Related to pensions	1,175,667	280,448	1,456,115
<b>Total deferred inflows of resources</b>	12,147,706	1,071,105	13,218,811
<b>NET POSITION</b>			
Net investment in capital assets	384,115,038	79,620,512	463,735,550
Restricted:			
Housing and economic development	10,855,180	-	10,855,180
Capital projects	22,400,961	-	22,400,961
Debt service	7,470,648	92,240,461	99,711,109
Other purposes	14,159,523	-	14,159,523
Total restricted	54,886,312	92,240,461	147,126,773
Unrestricted	12,405,371	164,051,166	176,456,537
<b>Total net position</b>	\$ 451,406,721	\$ 335,912,139	\$ 787,318,860

**City of San Mateo**  
**Statement of Activities and Changes in Net Position**  
**For the Year Ended June 30, 2023**

Functions/Programs	Expenses	Program Revenues			Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary government:</b>					
Governmental activities:					
General government	\$ 28,633,018	\$ 6,404,657	\$ 1,696,343	\$ 8,292	\$ 8,109,292
Community development	16,765,437	13,320,594	708,151	461	14,029,206
Public safety	94,267,213	3,166,616	1,667,827	-	4,834,443
Public works	28,996,164	7,540,418	5,376,492	5,286,721	18,203,631
Parks and recreation	20,923,090	3,512,400	160,872	95,374	3,768,646
Golf	2,505,214	3,105,744	-	-	3,105,744
Library	9,421,539	318,769	232,038	-	550,807
Interest on long-term debt	2,494,361	-	-	-	-
Total governmental activities	204,006,036	37,369,198	9,841,723	5,390,848	52,601,769
Business-type activities:					
Sewer	41,833,626	77,987,677	-	15,487,045	93,474,722
Total business-type activities	41,833,626	77,987,677	-	15,487,045	93,474,722
<b>Total primary government</b>	<b>\$ 245,839,662</b>	<b>\$ 115,356,875</b>	<b>\$ 9,841,723</b>	<b>\$ 20,877,893</b>	<b>\$ 146,076,491</b>

**City of San Mateo**  
**Statement of Activities and Changes in Net Position (Continued)**  
**For the Year Ended June 30, 2023**

Functions/Programs	Net (Expense) Revenue and Changes in Net Position		
	Governmental Activities	Business-Type Activities	Total
<b>Primary government:</b>			
Governmental activities:			
General government	\$ (20,523,726)	\$ -	\$ (20,523,726)
Community development	(2,736,231)	-	(2,736,231)
Public safety	(89,432,770)	-	(89,432,770)
Public works	(10,792,533)	-	(10,792,533)
Parks and recreation	(17,154,444)	-	(17,154,444)
Golf	600,530	-	600,530
Library	(8,870,732)	-	(8,870,732)
Interest on long-term debt	(2,494,361)	-	(2,494,361)
Total governmental activities	(151,404,267)	-	(151,404,267)
Business-type activities:			
Sewer	-	51,641,096	51,641,096
Total business-type activities	-	51,641,096	51,641,096
<b>Total primary government</b>	<b>(151,404,267)</b>	<b>51,641,096</b>	<b>(99,763,171)</b>
<b>General Revenues and Transfers:</b>			
General revenues:			
Taxes:			
Property taxes	83,298,878	-	83,298,878
Sales taxes	34,283,362	-	34,283,362
Property transfer taxes	7,418,099	-	7,418,099
Transient occupancy taxes	7,099,481	-	7,099,481
Business license taxes	8,907,223	-	8,907,223
Franchise taxes	3,627,304	-	3,627,304
Other taxes	349,427	-	349,427
Total taxes	144,983,774	-	144,983,774
Investment income	4,554,367	7,176,108	11,730,475
Gain (loss) on sale of capital assets	-	(101,329)	(101,329)
Miscellaneous revenue	2,140,985	403,854	2,544,839
<b>Transfers</b>	<b>1,794,000</b>	<b>(1,794,000)</b>	<b>-</b>
<b>Total general revenues and transfers</b>	<b>153,473,126</b>	<b>5,684,633</b>	<b>159,157,759</b>
<b>Change in net position</b>	<b>2,068,859</b>	<b>57,325,729</b>	<b>59,394,588</b>
<b>Net Position:</b>			
Beginning of year, as restated (Note 19)	449,337,862	278,586,410	727,924,272
End of year	\$ 451,406,721	\$ 335,912,139	\$ 787,318,860

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**FUND FINANCIAL STATEMENTS**

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## Governmental Funds Financial Statements

**General Fund** - This fund accounts for all revenues and expenditures used to finance the traditional services associated with a municipal government which are not accounted for in the other funds. In San Mateo, these services include general government, community development, public safety, public works, parks and recreation, golf, and library services.

**Construction Services Special Revenue Fund** - This fund accounts for revenue and expenditures of activities relating to building permits.

**General Capital Projects Fund** - This fund accounts for the expenditures for capital improvements for the City, including equipment, acquisition and construction of parks, recreation areas, public safety facilities or other public works. The primary sources of funding are intergovernmental revenues, Measure A (half cent sales tax), developer impact fees and transfers from other governmental funds.

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**City of San Mateo**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2023**

	Major Funds		
	General Fund	Construction Services Special Revenue Fund	General Capital Projects Fund
<b>ASSETS</b>			
Cash and investments	\$ 125,373,772	\$ 36,024,181	\$ 68,513,603
Restricted cash and investments held by fiscal agents	-	-	20,801,636
Accounts receivable, net	1,523,183	100,134	1,911,169
Interest receivable	1,849,451	-	16,566
Taxes receivable	5,729,364	-	246,317
Grants receivable	146,804	7,200	476,926
Leases receivable	10,127,777	-	-
Prepaid items, inventory, and deposits	284,396	-	-
Due from other funds	1,700,240	-	-
Loans and notes receivable, net	-	-	273,808
<b>Total assets</b>	<b>\$ 146,734,987</b>	<b>\$ 36,131,515</b>	<b>\$ 92,240,025</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 4,580,994	\$ 610,075	\$ 31,203,724
Retention payable	-	-	5,772,579
Accrued payroll	1,873,518	-	-
Due to other funds	-	-	-
Deposits payable	11,167,368	1,044,382	-
Unearned revenues	1,723,268	1,849,298	1,060,710
<b>Total liabilities</b>	<b>19,345,148</b>	<b>3,503,755</b>	<b>38,037,013</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue	-	-	16,566
Related to leases	9,510,620	-	-
<b>Total deferred inflows of resources</b>	<b>9,510,620</b>	<b>-</b>	<b>16,566</b>
<b>Fund Balances:</b>			
Nonspendable	284,396	-	-
Restricted	599,425	32,627,760	36,985,645
Assigned	9,304,494	-	17,200,801
Unassigned	107,690,904	-	-
<b>Total fund balances</b>	<b>117,879,219</b>	<b>32,627,760</b>	<b>54,186,446</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 146,734,987</b>	<b>\$ 36,131,515</b>	<b>\$ 92,240,025</b>

**City of San Mateo  
Balance Sheet (Continued)  
Governmental Funds  
June 30, 2023**

	Non-major Governmental Funds	Total Governmental Funds
<b>ASSETS</b>		
Cash and investments	\$ 55,088,931	\$ 285,000,487
Restricted cash and investments held by fiscal agents	81,429	20,883,065
Accounts receivable, net	1,114,808	4,649,294
Interest receivable	-	1,866,017
Taxes receivable	345,757	6,321,438
Grants receivable	1,012,865	1,643,795
Leases receivable	-	10,127,777
Prepaid items, inventory, and deposits	-	284,396
Due from other funds	-	1,700,240
Loans and notes receivable, net	3,900,484	4,174,292
<b>Total assets</b>	<b>\$ 61,544,274</b>	<b>\$ 336,650,801</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 361,403	\$ 36,756,196
Retention payable	-	5,772,579
Accrued payroll	-	1,873,518
Due to other funds	1,700,240	1,700,240
Deposits payable	-	12,211,750
Unearned revenues	469,297	5,102,573
<b>Total liabilities</b>	<b>2,530,940</b>	<b>63,416,856</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Unavailable revenue	268,468	285,034
Related to leases	-	9,510,620
<b>Total deferred inflows of resources</b>	<b>268,468</b>	<b>9,795,654</b>
<b>Fund Balances:</b>		
Nonspendable	-	284,396
Restricted	58,744,866	128,957,696
Assigned	-	26,505,295
Unassigned	-	107,690,904
<b>Total fund balances</b>	<b>58,744,866</b>	<b>263,438,291</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 61,544,274</b>	<b>\$ 336,650,801</b>

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**City of San Mateo**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Government-Wide Statement of Net Position**  
**June 30, 2023**

<b>Total Fund Balances - Total Governmental Funds</b>	<b>\$ 263,438,291</b>
Amounts reported for Governmental Activities in the Statement of Net Position were different because:	
Unavailable revenue recorded in the fund financial statements resulting from activities in which revenues were earned but funds were not available are reclassified as revenues in the Government-Wide Financial Statements.	285,034
Capital Assets used in the governmental activities were not financial resources and therefore were not reported in the Governmental Funds Balance Sheet.	
Government-Wide Statement of Net Position	475,740,747
Less: capital assets reported in Internal Service Funds	(6,161,553)
Total capital assets	469,579,194
Long-term liabilities are not due and payable in the current period and therefore were not reported in the Governmental Funds Balance Sheet.	
Amount reported in Government-Wide Statement of Net Position	
Compensated absences - due within one year	(879,322)
Compensated absences - due in more than one year	(7,114,512)
Long-term debt - due within one year	(5,771,322)
Long-term debt - due in more than one year	(86,167,770)
Landfill postclosure cost payable - due within one year	(111,258)
Landfill postclosure cost payable - due in more than one year	(1,557,615)
Total long-term liabilities	(101,601,799)
Deferred amounts related to the refunding of long-term debt were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. This amount is to be amortized over the life of the long-term debt.	821,632
Investment in joint ventures are not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet.	12,484,582
Interest payable on long-term debt did not require current financial resources. Therefore, interest payable was not reported as a liability in the governmental funds.	(604,937)
Aggregate net pension liability and total OPEB liability used in the governmental activities were not financial resources and therefore were not reported in the Governmental Funds Balance Sheet.	
Net pension liability	(261,133,799)
Net OPEB liability	(7,337,672)
	(268,471,471)
Deferred outflows of resources related to OPEB and pensions are not available for current period and, therefore, are deferred in the governmental funds or not recorded in the governmental funds.	
Amount reported in Government-Wide Statement of Net Position	
Deferred outflows of resources related to OPEB	1,630,681
Deferred outflows of resources related to pensions	60,989,073
Total deferred outflows of resources	62,619,754
Deferred inflows of resources related to OPEB and pensions are not available for current period and, therefore, are deferred in the governmental funds or not recorded in the governmental funds.	
Amount reported in Government-Wide Statement of Net Position	
Deferred inflows of resources related to OPEB	(1,461,419)
Deferred inflows of resources related to pensions	(1,175,667)
Total deferred inflows of resources	(2,637,086)
Internal service funds are used by management to charge the cost of fleet management, risk management, information technology, and building maintenance to individual funds. The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.	15,493,527
<b>Net Position of Governmental Activities</b>	<b>\$ 451,406,721</b>

**City of San Mateo**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2023**

	Major Funds		
	General Fund	Construction Services Special Revenue Fund	General Capital Projects Fund
<b>REVENUES:</b>			
Property taxes	\$ 80,632,208	\$ -	\$ -
Sales taxes	29,601,371	-	4,681,991
Other taxes	26,118,021	-	-
Licenses, building and other permits	129,557	8,040,390	-
Fines, forfeitures and penalties	2,066,763	-	-
Intergovernmental	3,488,354	7,200	3,838,925
Charges for services	13,802,726	2,548,328	-
Investment income	377,171	1,057,172	555,878
Assessments and garbage collection	-	-	538,032
Parking meter and lease revenue	3,424,971	-	-
Impact fees	-	-	109,538
Capital contributions	-	-	-
Other revenues	3,998,325	-	74,311
<b>Total revenues</b>	<b>163,639,467</b>	<b>11,653,090</b>	<b>9,798,675</b>
<b>EXPENDITURES:</b>			
Current:			
General government:			
City Council	337,503	-	-
City Manager	2,581,079	118,270	-
City Clerk	1,031,603	-	-
City Attorney	1,170,996	111,154	-
Finance	4,190,624	-	-
Information technology	2,330,669	115,724	-
Human resources	2,107,971	-	-
Community development	1,701,814	9,979,318	-
Public safety:			
Police	54,343,265	-	-
Fire	26,172,868	-	-
Public works	9,977,091	830,434	-
Parks and recreation	17,175,614	-	-
Golf	2,505,214	-	-
Library	7,836,173	-	-
Non-departmental	9,405,099	-	-
Capital outlay	4,535,220	-	24,797,444
Debt service:			
Principal	2,215,714	-	589,493
Interest and fiscal charges	251,455	-	74,898
<b>Total expenditures</b>	<b>149,869,972</b>	<b>11,154,900</b>	<b>25,461,835</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>13,769,495</b>	<b>498,190</b>	<b>(15,663,160)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Proceeds from sale of property	15,066	-	-
Inception of subscription liability	2,862,579	-	-
Transfers in	5,232,872	-	14,367,959
Transfers out	(15,452,803)	(4,184,556)	-
<b>Total other financing sources (uses)</b>	<b>(7,342,286)</b>	<b>(4,184,556)</b>	<b>14,367,959</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>6,427,209</b>	<b>(3,686,366)</b>	<b>(1,295,201)</b>
<b>FUND BALANCES:</b>			
Beginning of year	111,452,010	36,314,126	55,481,647
End of year	\$ 117,879,219	\$ 32,627,760	\$ 54,186,446

See accompanying Notes to the Basic Financial Statements.

**City of San Mateo**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Governmental Funds**  
**For the Year Ended June 30, 2023**

	Non-major Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>		
Property taxes	\$ 2,666,670	\$ 83,298,878
Sales taxes	-	34,283,362
Other taxes	1,022,922	27,140,943
Licenses, building and other permits	-	8,169,947
Fines, forfeitures and penalties	842,292	2,909,055
Intergovernmental	7,166,882	14,501,361
Charges for services	2,665,398	19,016,452
Investment income	1,412,816	3,403,037
Assessments and garbage collection	2,164,688	2,702,720
Parking meter and lease revenue	-	3,424,971
Impact fees	37,526	147,064
Capital contributions	750,461	750,461
Other revenues	549,672	4,622,308
<b>Total revenues</b>	<b>19,279,327</b>	<b>204,370,559</b>
<b>EXPENDITURES:</b>		
Current:		
General government:		
City Council	-	337,503
City Manager	-	2,699,349
City Clerk	-	1,031,603
City Attorney	-	1,282,150
Finance	-	4,190,624
Information technology	-	2,446,393
Human resources	-	2,107,971
Community development	2,827,170	14,508,302
Public safety:		
Police	680,037	55,023,302
Fire	-	26,172,868
Public works	2,323,460	13,130,985
Parks and recreation	-	17,175,614
Golf	-	2,505,214
Library	-	7,836,173
Non-departmental	257,189	9,662,288
Capital outlay	1,850	29,334,514
Debt service:		
Principal	2,863,419	5,668,626
Interest and fiscal charges	2,543,292	2,869,645
<b>Total expenditures</b>	<b>11,496,417</b>	<b>197,983,124</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>7,782,910</b>	<b>6,387,435</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Proceeds from sale of property	-	15,066
Inception of lease agreement	-	2,862,579
Transfers in	4,182,834	23,783,665
Transfers out	(3,058,403)	(22,695,762)
<b>Total other financing sources (uses)</b>	<b>1,124,431</b>	<b>3,965,548</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>8,907,341</b>	<b>10,352,983</b>
<b>FUND BALANCES:</b>		
Beginning of year	49,837,525	253,085,308
End of year	<b>\$ 58,744,866</b>	<b>\$ 263,438,291</b>

**City of San Mateo**  
**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes**  
**in Fund Balances to the Government-Wide Statement of Activities and Changes in Net Position**  
**For the Year Ended June 30, 2023**

<b>Total Fund Balances - Total Governmental Funds</b>	\$ 10,352,983
Amounts reported for Governmental Activities in the Statement of Net Position were different because:	
Governmental funds reported capital outlay as expenditures. However, in the Government-Wide Statement of Activities and Changes in Net Position the cost of those assets was allocated over their estimated useful lives as depreciation expenses. This is the amount of capital assets recorded in the current period (net of \$1,788,474 added in internal service funds) (\$1,159,807 of the governmental fund capital outlay balance were for repairs and maintenance expenditures).	28,174,707
Depreciation and amortization expense on capital assets was reported in the Government-Wide Statement of Activities and Changes in Net Position, but they did not require the use of current financial resources. Therefore, depreciation and amortization expense, net of internal service funds of \$1,135,439, was not reported as expenditures in the Governmental Funds.	(20,118,481)
The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) decreased net position.	(539,063)
Repayment of long-term liabilities was an expenditures in governmental funds, but the repayment reduced long-term liabilities in the Government-Wide Statement of Net Position.	
Principal payment of long-term debt	5,668,626
Amortization of bond premium	490,640
Deferred amounts related to the refunding of long-term debt were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. This amount is to be amortized over the life of the long-term debt.	(122,345)
Interest expense on long-term debt was reported in the Government-Wide Statement of Activities, but it did not require the use of current financial resources. This amount represented the changes in accrued interest from prior year.	6,989
Payment of landfill closure and postclosure cost payable was an expenditure in governmental funds, but the payment reduced landfill closure and postclosure cost liabilities in the Government-Wide Statement of Net Position. Increases in the liability were reflected as expenses in the Government-Wide Statement of Activities, however, no expenditures are reported in the governmental funds.	(109,178)
Compensated absences expenses reported in the Government-Wide Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	109,965
Revenues that are not considered to be available are reported as unavailable revenues in the governmental funds, however, these amounts are recognized in the Government-Wide Statement of Activities. This amount represents the change in unavailable revenues.	(1,005,406)
Investment in joint ventures are not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. This amount represents the change in joint ventures.	(689,695)
Certain pension expenses reported in the Government-Wide Statement of Activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds.	
Changes in pension related deferred outflows of resources	36,773,501
Changes in net pension liabilities	(93,911,262)
Changes in pension related deferred inflows of resources	47,863,406
Certain OPEB expenses reported in the Government-Wide Statement of Activities do not require the use of current financial resources and therefore, are not reported as expenditures in governmental funds.	
Changes in OPEB related deferred outflows of resources	(160,002)
Changes in total OPEB liabilities	(796,094)
Changes in OPEB related deferred inflows of resources	1,785,382
The internal service funds are used by management to charge the costs of fleet maintenance, facilities maintenance, and technology to individual funds. The net revenue of certain activities of internal service funds is reported with governmental activities.	(8,843,235)
<b>Change in Net Position of Governmental Activities</b>	<b>\$ 2,068,859</b>



## Proprietary Funds Financial Statements

***Sewer Fund*** - This fund is used to account for the activities of the City's wastewater collection and treatment operations.

***Internal Service Funds*** - These funds are used to provide goods and services by one department or agency to other departments or agencies of the City on a cost reimbursement basis.

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**City of San Mateo**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2023**

	Major Fund	Governmental Activities Internal Service Funds
	Sewer Fund	
<b>ASSETS</b>		
Current assets:		
Cash and investments	\$ 138,387,868	\$ 35,601,279
Accounts receivable, net	19,230,179	730,037
Interest receivable	773,976	-
Due from other funds	-	87,868
Prepaid items, inventory, and deposits	-	604,174
Total current assets	158,392,023	37,023,358
Noncurrent assets:		
Restricted cash and investments	92,240,461	-
Loans and notes receivable, net	33,569,592	-
Capital assets:		
Non-depreciable	534,750,446	-
Depreciable, net	164,655,004	6,161,553
Total capital assets	699,405,450	6,161,553
Total noncurrent assets	825,215,503	6,161,553
<b>Total assets</b>	983,607,526	43,184,911
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Related to OPEB	242,158	-
Related to pensions	5,265,010	-
<b>Total deferred outflow of resources</b>	5,507,168	-
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	1,099,392	828,402
Due to other funds	-	87,868
Deposits payable	1,067,487	65,114
Interest payable	10,932,340	-
Compensated absences - due within one year	121,916	-
Claims payable - due within one year	-	9,470,000
Long-term debt - due within one year	1,902,796	-
Total current liabilities	15,123,931	10,451,384
Noncurrent liabilities:		
Net OPEB liability	1,089,651	-
Net pension liability	17,622,949	-
Compensated absences - due in more than one year	986,409	-
Claims payable - due in more than one year	-	17,240,000
Long term debt - due in more than one year	617,308,510	-
Total noncurrent liabilities	637,007,519	17,240,000
<b>Total liabilities</b>	652,131,450	27,691,384
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred gain on refunding	573,632	-
Related to OPEB	217,025	-
Related to pensions	280,448	-
<b>Total deferred inflows of resources</b>	1,071,105	-
<b>NET POSITION</b>		
Net investment in capital assets	79,620,512	6,161,553
Restricted for debt service	92,240,461	-
Unrestricted	164,051,166	9,331,974
<b>Total net position</b>	\$ 335,912,139	\$ 15,493,527

**City of San Mateo**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2023**

	Major Fund	Governmental Activities Internal Service Funds
	Sewer Fund	
<b>OPERATING REVENUES:</b>		
Charges for services	\$ 77,952,232	\$ 57,254,803
Connection fees	35,445	-
Impact fees	18,007	-
Other	403,854	6,943
<b>Total operating revenues</b>	<b>78,409,538</b>	<b>57,261,746</b>
<b>OPERATING EXPENSES:</b>		
Costs of sales and services	21,228,059	33,142,494
Administration	3,280,498	33,438,388
Depreciation and amortization	5,615,961	1,135,439
<b>Total operating expenses</b>	<b>30,124,518</b>	<b>67,716,321</b>
<b>OPERATING INCOME</b>	<b>48,285,020</b>	<b>(10,454,575)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>		
Investment income	7,176,108	915,742
Gain (loss) on sale of capital assets	(101,329)	(10,499)
Interest expense	(11,709,108)	-
<b>Total nonoperating revenues (expenses)</b>	<b>(4,634,329)</b>	<b>905,243</b>
<b>INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS</b>	<b>43,650,691</b>	<b>(9,549,332)</b>
<b>CAPITAL CONTRIBUTIONS AND TRANSFERS</b>		
Capital contributions	15,469,038	-
Transfers in	-	3,704,000
Transfers out	(1,794,000)	(2,997,903)
<b>Total capital contributions and transfers</b>	<b>13,675,038</b>	<b>706,097</b>
<b>Changes in net position</b>	<b>57,325,729</b>	<b>(8,843,235)</b>
<b>NET POSITION:</b>		
Beginning of year	278,586,410	24,336,762
End of year	<u><u>\$ 335,912,139</u></u>	<u><u>\$ 15,493,527</u></u>

**City of San Mateo**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2023**

	Major Fund	Governmental Activities Internal Service Funds
	Sewer Fund	
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from customers	\$ 65,970,250	\$ 56,532,861
Cash payments to suppliers for goods and services	(3,346,188)	(10,088,357)
Cash payments to employees for services	(21,217,315)	(43,723,513)
Cash received from others	403,854	6,943
<b>Net cash provided by operating activities</b>	<b>41,810,601</b>	<b>2,727,934</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
Interfund borrowing (lending)	-	23,030
Repayment of interfund borrowing (lending)	-	(23,030)
Transfers in	-	3,704,000
Transfers out	(1,794,000)	(2,997,903)
<b>Net cash (used in) noncapital financing activities</b>	<b>(1,794,000)</b>	<b>706,097</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Proceeds from sale of capital assets	-	31,879
Acquisition of capital assets, net	(137,556,833)	(1,788,474)
Principal payment of long-term debt	(1,774,273)	-
Interest paid on debt and fiscal charges	(32,795,971)	-
<b>Net cash (used in) capital and related financing activities</b>	<b>(172,127,077)</b>	<b>(1,756,595)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Interest from investments	7,011,540	915,742
<b>Net cash provided by investing activities</b>	<b>7,011,540</b>	<b>915,742</b>
<b>Net change in cash and cash equivalents</b>	<b>(125,098,936)</b>	<b>2,593,178</b>
<b>CASH AND CASH EQUIVALENTS:</b>		
Beginning of year	355,727,265	33,008,101
End of year	<b>\$ 230,628,329</b>	<b>\$ 35,601,279</b>
<b>RECONCILIATION OF CASH AND CASH EQUIVALENTS TO STATEMENT OF NET POSITION:</b>		
Cash and cash investments	\$ 138,387,868	\$ 35,601,279
Restricted cash and investments	92,240,461	-
<b>Total cash and cash equivalents</b>	<b>\$ 230,628,329</b>	<b>\$ 35,601,279</b>

**City of San Mateo**  
**Statement of Cash Flows (Continued)**  
**Proprietary Funds**  
**For the Year Ended June 30, 2023**

	<u>Major Fund</u>	<u>Governmental Activities Internal Service Funds</u>
	<u>Sewer Fund</u>	
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:</b>		
Operating income (loss)	\$ 48,285,020	\$ (10,454,575)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation and amortization	5,615,961	1,135,439
Changes in operating assets and liabilities, and deferred outflows and inflows of resources:		
Accounts receivable, net	(12,045,664)	(721,942)
Prepaid items, inventory, and deposits	646	-
Deferred outflows - OPEB related	23,761	-
Deferred outflows - pension related	(3,335,634)	-
Accounts payable	(66,336)	180,669
Accrued payroll	-	-
Deposits payable	10,230	(52,657)
Compensated absences	36,066	-
Claims payable	-	12,641,000
Net OPEB liability	118,221	-
Net pension liability	7,673,374	-
Deferred inflows - OPEB related	(265,131)	-
Deferred inflows - pension related	(4,239,913)	-
Total adjustments	<u>(6,474,419)</u>	<u>13,182,509</u>
<b>Net cash provided by operating activities</b>	<u><u>\$ 41,810,601</u></u>	<u><u>\$ 2,727,934</u></u>

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## **Fiduciary Funds Financial Statements**

***Custodial funds*** - These funds are used to report fiduciary activities that are not required to be reported in pension (and other employee benefit) trust funds, investment trust funds, or private purpose trust funds. This includes the San Mateo Consolidated Fire Department Custodial Fund, CFD 2008-1 Custodial Fund, and Other Custodial Fund.

***Private Purpose Funds*** - These funds account for resources of all other trust arrangements in which principal and income benefit individuals, private organizations, or other governments (i.e. unclaimed property/escheat property). This includes the Successor Agency Private Purpose Trust Fund.

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**City of San Mateo**  
**Statement of Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2023**

	Custodial Funds	Private Purpose Trust Funds
<b>ASSETS</b>		
Cash and investments	\$ 3,325,103	\$ 5,075,024
Restricted cash and investments with fiscal agent	3,559,554	-
<b>Total assets</b>	<u>6,884,657</u>	<u>5,075,024</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred loss on refunding	-	245,084
<b>Total deferred outflows of resources</b>	<u>-</u>	<u>245,084</u>
<b>LIABILITIES</b>		
Accounts payable	299,039	-
Interest payable	-	789,833
Long-term debt - due within one year	-	4,075,000
Long-term debt - due in more than one year	-	37,970,810
<b>Total liabilities</b>	<u>299,039</u>	<u>42,835,643</u>
<b>NET POSITION (DEFICIT)</b>		
Restricted for:		
Individuals, organizations, and other governments	6,585,618	-
Held in trust for dissolution of RDA	-	(37,515,535)
<b>Total net position (deficit)</b>	<u>\$ 6,585,618</u>	<u>\$ (37,515,535)</u>

**City of San Mateo**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds**  
**For the Year Ended June 30, 2023**

	Custodial Funds	Private Purpose Trust Funds
<b>ADDITIONS:</b>		
Fee collections for other governments	\$ 762,819	\$ -
Special assessments for other governments	4,847,772	-
Investment income	344,667	198
RDA property tax trust fund distribution	-	5,990,600
Other	-	706,294
<b>Total additions</b>	<u>5,955,258</u>	<u>6,697,092</u>
<b>DEDUCTIONS:</b>		
Administration	239,288	20,000
Payments on conduit bonds - interest	1,874,794	-
Payments on conduit bonds - principal	86,230,114	-
Other	9,673	-
Interest expense	-	2,149,317
<b>Total deductions</b>	<u>88,353,869</u>	<u>2,169,317</u>
<b>Change in net position</b>	(82,398,611)	4,527,775
<b>NET POSITION (DEFICIT):</b>		
Beginning of year	88,984,229	(42,043,310)
End of period	<u>\$ 6,585,618</u>	<u>\$ (37,515,535)</u>

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**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**City of San Mateo**  
**Index of Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2023**

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**City of San Mateo**  
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**City of San Mateo**  
**Notes to the Basic Financial Statements**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies**

The basic financial statements of the City of San Mateo, California (the “City”) have been prepared in conformity with Accounting Principles Generally Accepted in the United States of America (“U.S. GAAP”) as applied to governmental agencies. The Governmental Accounting Standards Board (“GASB”) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards in the United States. The more significant of the City’s accounting policies are described below.

**A. Financial Reporting Entity**

The City was incorporated as a charter city on September 4, 1894; the current charter was adopted in 1971 and revised in 2002. The City operates under the Council-Manager form of government and provides the following services: police; building inspection; parks and streets; sanitation; leisure services; planning and zoning; general administration services; and redevelopment.

**Blended Component Units**

The financial reporting entity consists of the primary government, the City, and its component units. Component units are legally separate entities for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the primary government is accountable and their exclusion would cause the reporting entity’s financial statements to be misleading or incomplete.

Blended component units, although legally separate entities, are, in substance part of the government’s operation and so data from these units are combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the combined financial statements to emphasize that they are legally separate from the government.

Although the following are legally separate from the City, they have been “blended” as though they are part of the City because the component unit’s governing body is substantially the same as the City’s and there is a financial benefit or burden relationship between the City and the component unit; management of the City has operational responsibilities for the component units; and/or the component units provide services entirely, or almost entirely, to the City or otherwise exclusively, or almost exclusively, benefits the City, even though it does not provide services directly to it.

**San Mateo Joint Powers Financing Authority (JPFA)**

The San Mateo Joint Powers Financing Authority (“JPFA”) was created in 1993. The Financing Authority is a joint exercise of joint powers. The City Council serves as directors of the JPFA. The purpose of the JPFA is to act as a financing/lending type of entity only. No separate annual financial statements are prepared for the JPFA. Since the City Council previously served as the government board for this component unit, the City’s component unit was considered to be a blended component unit. Blended component units, although legally separate entities, are in substance, part of the City’s operations and financial information was reported with the primary government. The activities of the JPFA are accounted in the various governmental funds of the City.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***B. Basis of Presentation, Accounting and Measurement Focus***

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures or expenses, as appropriate. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained in accordance with legal and managerial requirements.

**Government-Wide Financial Statements**

The City's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities and Changes in Net Position. These statements present summaries of governmental and business-type activities for the City accompanied by a total column. Fiduciary activities of the City are not included in these statements.

These financial statements are presented on an "*economic resources*" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and liabilities, including capital assets, as well as infrastructure assets, and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from non-exchange transactions are recognized in accordance with the requirements of U.S. GAAP.

Program revenues include charges for services, special assessments, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program. Program revenues for the City are classified in three categories:

- Charges for services
- Operating grants and contributions
- Capital grants and contributions

Certain eliminations have been made in regards to interfund activities, payables and receivables. All internal balances in the Statement of Net Position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances and eliminated in the total primary government column. In the Statement of Activities and Changes in Net Position, internal service fund transactions have been eliminated; however, those transactions between governmental and business-type activities have not been eliminated. The following interfund activities have been eliminated:

- Due to/from other funds
- Transfers in/out

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***B. Basis of Presentation, Accounting and Measurement Focus (Continued)***

**Governmental Fund Financial Statements**

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances. An accompanying schedule is presented to reconcile and explain the differences in Net Position as presented in these statements to the Net Position presented in the Government-Wide Financial Statements. The City has presented all major funds that met the applicable criteria.

All governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Measurable means that the amounts can be estimated, or otherwise determined. Available means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses an availability period of 60 days for all revenues except grants, which use a six-month availability period.

Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in-lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Revenue recognition is subject to the measurable and available criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). Locally imposed derived tax revenues are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. Imposed non-exchange transactions are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. Government-mandated and voluntary non-exchange transactions have been recognized as revenues when all applicable eligibility requirements have been met.

The Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences created by the integrated approach of GASB Statement No. 34.

The City reports the following major governmental funds:

General Fund accounts for resources traditionally associated with governmental activities that are not required legally or by sound financial management to be accounted for in another fund.

Construction Services Special Revenue Fund accounts for revenue and expenditures of activities relating to building permits. These revenues have been committed by City Council for construction service activities.

General Capital Projects Fund accounts for the expenditures for capital improvements for the City, including equipment, acquisition, and construction of parks, recreation areas, public safety facilities or other public works. The primary sources of funding are intergovernmental revenues, Measure A (half cent sales tax), developer impact fees, and transfers from other governmental funds.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***B. Basis of Presentation, Accounting and Measurement Focus (Continued)***

**Proprietary Fund Financial Statements**

Proprietary Fund Financial Statements include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Fund Net Position, and a Statement of Cash Flows for each major Proprietary Fund.

A separate column representing internal service funds is also presented in these statements. However, internal service balances and activities have been combined with the governmental activities in the Government-Wide Financial Statements. The City's internal service funds include funds which provide services directly to other City funds. These areas of service include fleet maintenance, facilities maintenance, and comprehensive liability.

Proprietary funds are accounted for using the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all assets and liabilities (whether current or noncurrent) are included on the Statement of Net Position. The Statement of Revenues, Expenses and Changes in Fund Net Position presents increases (revenues) and decreases (expenses) in total Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. In these funds, receivables have been recorded as revenue and provisions have been made for uncollectible amounts.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

The City reports the following major proprietary fund:

Sewer Fund accounts for the activities of the wastewater collection and treatment system, which provides service to residents and the businesses of the City and some neighboring cities.

Internal service fund balances and activities have been combined with governmental activities in the Government-Wide Financial Statements, and are comprised of the following funds:

Workers' Compensation Insurance Fund accounts for all workers' compensation self-insurance activities.

Dental Self-Insurance Fund accounts for the City's self-insurance activities related to the dental plan it provides to its employees.

Benefits Fund accounts for charges for other funds and expenditures relating to employee benefits other than those accounted for in the Workers' Compensation and Dental Self-Insurance Funds.

Comprehensive Liability Insurance Fund accounts for general liability self-insurance transactions.

Vehicle and Equipment Replacement Fund accounts for charges to the City departments for funding and acquisition of replacement vehicles and equipment.

Fleet and Building Maintenance Fund accounts for the charges to user departments and the expenses related to the maintenance of City vehicles and buildings.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***B. Basis of Presentation, Accounting and Measurement Focus (Continued)***

**Fiduciary Fund Financial Statements**

Fiduciary fund financial statements include a Statement of Net Position and a Statement of Changes in Fiduciary Net Position. The City's fiduciary funds represent custodial funds and private purpose trust funds. Both custodial funds and the private purpose trust funds are accounted for on the full accrual basis of accounting.

Fiduciary fund types are accounted for according to the nature of the fund. Custodial funds are used to report fiduciary activities that are not required to be reported in pension (and other employee benefit) trust funds, investment trust funds, or private-purpose trust funds. Private-purpose trust funds account for resources of all other trust arrangements in which principal and income benefit individuals, private organizations, or other governments (i.e. unclaimed property/escheat property). They are also used to account for various assessment districts for which the City acts as an agent for debt service activity, as the City is prohibited from levying additional taxes for these districts. Such funds include Community Facilities Districts.

The City's private purpose trust fund is a fiduciary fund type used by the City to report assets, liabilities and activities of the Successor Agency to the Redevelopment Agency (Successor Agency) for the City of San Mateo. Its results of operations are presented on the Statement of Changes of Fiduciary Net Position.

**Successor Agency of the Redevelopment Agency for the City of San Mateo**

The Redevelopment Obligation Retirement Fund was created to serve as a custodian for the assets and to wind down the affairs of the RDA on February 1, 2012, pursuant to Assembly Bill x1 26. Its purpose is to expeditiously wind down the affairs of the dissolved Redevelopment Agency (RDA). The Successor Agency is a separate public entity from the City, subject to the direction of an oversight board. The City Council serves as the governing board of the Successor Agency. In general, the Successor Agency's assets can only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments). In future fiscal years, the Successor Agency will only be allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of the former RDA until all enforceable obligations of the former RDA have been paid in full and all assets have been liquidated. Based upon the nature of the Successor Agency's custodial role, the Successor Agency has been included in the accompanying basic financial statements as a private purpose trust fund. In February 2015, the California Department of Finance (Finance) approved the City's revised Long-Range Property Management Plan (LRPMP), with the assets deemed for governmental use and future development. The Department of Finance approved the amendment to the Last and Final ROPS, and its confirmation that this entire transaction would be considered the first of two allowed amendments to the Last and Final ROPS in a letter dated December 13, 2017. Refer to Note 17 for additional information relating the Successor Agency.

***C. Deferred Outflows and Inflows of Resources***

The Statement of Net Position and Balance Sheet – Governmental Funds reports separate sections for Deferred Outflows of Resources, and Deferred Inflows of Resources, when applicable.

**Deferred Outflows of Resources** represent a consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then.

**Deferred Inflows of Resources** represent an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***D. Cash, Cash Equivalents and Investments***

The City pools its available cash for investment purposes. The City considers pooled cash and investment amounts, with original maturities of three months or less, to be cash equivalents.

Investments are reported in the accompanying financial statements at fair value, except for certain investment contracts that are reported at cost because they are not transferable and they have terms that are not affected by changes in market interest rates. Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year, and may result in negative investment income in the accompanying financial statements. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance, except for investment income associated with funds not legally required to receive pooled investment income which has been assigned to and recorded as revenue of the general fund, as provided by California Government Code Section 53647.

For purposes of the statement of cash flows, amounts reported as cash and cash equivalents, include amounts on deposit in the City pool and any short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates.

Certain disclosure requirements, if applicable, for deposits and investment risks in the following areas:

- Interest rate risk
- Credit risk
  - Overall
  - Custodial credit risk
  - Concentration of credit risk
- Foreign currency risk

In addition, other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

U.S. GAAP establishes a framework for measuring fair value, and establishes disclosures about fair value measurement. Investments, unless otherwise specified, recorded at fair value in the Statements of Net Position, are categorized based upon the level of judgment associated with the inputs used to measure their fair value.

Levels of inputs are as follows:

Level 1 – Inputs are unadjusted, quoted prices for identical assets or liabilities in active markets at the measurement date.

Level 2 – Inputs, other than quoted prices included in Level 1, which are observable for the assets or liabilities through corroboration with market data at the measurement date.

Level 3 – Unobservable inputs that reflect management's best estimate of what market participants would use in pricing the assets or liabilities at the measurement date.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***E. Restricted Cash and Investments***

Certain restricted cash and investments are held by fiscal agents for the redemption of bonded debt, for acquisition and construction of capital projects, and to meet bond indenture debt reserve requirements.

***F. Receivables***

Customer or trade receivables are reported as “accounts receivable” and are shown net of an allowance for uncollectible accounts based on historical and management estimates.

Noncurrent portions of long-term receivables (e.g., “notes receivable”) due to governmental fund types are reported in their respective balance sheets despite their spending measurement focus. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables. Noncurrent portions of long-term notes receivable are offset by restricted fund balance in the special revenue funds.

***G. Interfund Transactions***

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” or “advances to/from other funds” (i.e., the current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the Governmental-Wide Financial Statements as “internal balances.”

***H. Inventories and Prepaid Items***

Inventory, consisting of expendable supplies, is valued at first in first out basis. The cost of governmental funds inventory is recorded as expenditure at the time the individual inventory is consumed. Prepaid items are recorded at cost. Using the consumption method, prepaid items are recorded as expenditures over the period that service is provided. Reported inventory and prepaid items are equally offset by a fund balance reservation, which indicates that they do not constitute “available spendable resources” even though they are a component of current assets.

***I. Leases***

Lessee

The City has a policy to recognize a lease liability and a right-to-use lease asset (lease asset) in the government-wide financial statements. The City recognizes lease liabilities with an initial, individual value of \$100,000 or more.

At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made.

Lease assets are recorded at the amount of the initial measurement of the lease liabilities and modified by any lease payments made to the lessor at or before the commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease term along with any initial direct costs that are ancillary charges necessary to place the lease assets into service. Lease assets are amortized using the straight-line method over the shorter of the lease term or the useful life of the underlying asset, unless the lease contains a purchase option that the City has determined is reasonably certain of being exercised. In this case, the lease asset is amortized over the useful life of the underlying asset.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***I. Leases (Continued)***

Lessee (Continued)

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure any lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported as right to use along with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

Lessor

The City is a lessor for leases of special purpose facilities, office and commercial space, and land. The City recognizes leases receivable and deferred inflows of resources in the financial Statements.

At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflows of resources are initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflows of resources are recognized as revenue over the life of the lease term in a systematic and rational method.

Key estimates and judgments include how the City determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The City uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***J. Subscription-Based Information Technology Arrangements (SBITAs)***

The City has a policy to recognize a SBITA liability and a right-to-use subscription asset (SBITA asset) in our financial statements with an initial, individual value of \$100,000 or more with a subscription term greater than one year.

At the commencement of a subscription, when the subscription asset is placed into service, the SBITA liability is measured at the present value of payments expected to be made during the subscription term. Future subscription payments are discounted using the City's incremental borrowing rate and the City recognizes amortization of the discount on the subscription liability as interest expense in subsequent financial reporting periods.

SBITA assets are measured as the sum of the initial subscription liability, payments made to the SBITA vendor before the commencement of the lease term, and capitalizable implementation costs less any incentives received from the SBITA vendor at or before the commencement of the subscription term. Subscription assets are amortized using the straight-line method over the subscription term.

Key estimates and judgments related to SBITAs include how the City determines (1) the discount rate it uses to discount the expected subscription payments to present value, (2) subscription term, and (3) subscription payments.

- The City uses the interest rate charged by the SBITA vendor as the discount rate. When the interest rate charged by the SBITA vendor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for SBITAs.
- The subscription term includes the period during which the City has a noncancelable right to use the underlying IT asset. The subscription term also includes periods covered by an option to extend if it is reasonably certain to be exercised.
- Subscription payments included in the measurement of the subscription liability are composed of fixed payments and purchase option years that the City is reasonably certain to exercise. The City monitors changes in circumstances that would require a remeasurement of a subscription and will remeasure any subscription asset and liability if certain changes occur that are expected to significantly affect the amount of the subscription liability.

Right-to-use subscription assets are reported along with other capital assets and subscription liabilities are reported with long-term debt on the statement of net position.

***K. Capital Assets***

Capital assets, which include property, plant, equipment, the right to use leased equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Such assets are recorded at historical cost (except for intangible right-to-use lease assets, the measurement of which is discussed in note 1.I. above) or estimated historical cost if purchased or constructed. Donated assets are valued at the fair value of the assets on the date on which they were contributed. Donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. The City utilizes a capitalization threshold of \$5,000 - \$25,000 depending on asset type.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**K. Capital Assets (Continued)**

Depreciation is charged to operations using the straight-line method over the estimated useful lives of the assets as follows:

Asset Type	Capitalization Threshold
General capital assets	\$10,000
Infrastructure capital assets	\$100,000
Intangible assets	\$1,000,000

Depreciation is charged to operations using the straight-line method over the estimated useful lives of the assets as follows:

Asset Type	Years
Sewer treatment plant and transmission lines	up to 60
Buildings and improvements	20 - 40
Machinery and equipment	2 - 30
Infrastructure	25 - 60
Lease and subscription assets	Contract term

For all infrastructure systems, the City elected to use the Basic Approach as defined by GASB Statement No. 34 for infrastructure reporting. The City defines infrastructure as the basic physical assets that allow the City to function. The assets include the streets, water purification and distribution system, sewer collection and treatment system, parks and recreation, lands and improvement system, storm water conveyance system, and buildings combined with the site amenities such as parking and landscaped areas used by the City in the conduct of its business. Each major infrastructure system can be divided into subsystems. For example, the street system can be subdivided into pavement, curb and gutters, sidewalks, medians, streetlights, traffic control devices (signs, signals and pavement markings), landscaping and land. These subsystems were not delineated in the basic financial statements. The appropriate operating department maintains information regarding the subsystems.

For all other infrastructure systems, the City elected to use the Basic Approach as defined by GASB Statement No. 34. The City appraised its own infrastructure as of July 1, 2002. The 2002 appraisal determined the original cost, which is defined as the actual cost to acquire new property in accordance with market prices at the time of first construction/acquisition. Original costs were developed in one of three ways:

1. Historical records;
2. Standard unit costs appropriate for the construction/acquisition date;
3. Present cost indexed by a reciprocal factor of the price increase from the construction/acquisition date to the current date.

The accumulated depreciation from the date of construction/acquisition to the current date was computed using industry accepted life expectancies for each infrastructure subsystem. The book value was then computed by deducting the accumulated depreciation from the original cost.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***L. Long-Term Debt***

**Government-Wide Financial Statements and Proprietary Fund Financial Statements**

Long-term debt and other financial obligations are reported as liabilities in the appropriate funds. Bond premiums and discounts are deferred and amortized over the life of the bonds using straight line method. Bonds payable are reported net of the applicable premium or discount. Issuance costs are expensed when incurred. Gains or losses on bond refunding are reported as either deferred outflows of resources or deferred inflows of resources and amortized over the term of the related debt.

**Governmental Fund Financial Statements**

The governmental fund financial statements do not present long-term debt but are shown in the Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position. Governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Debt issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

***M. Compensated Absences***

The City's policy permits employees to accumulate earned but unused vacation benefits, which are eligible for payment upon separation from government service. The liability for such leave is reported as incurred in the government-wide and proprietary fund financial statements. A liability for those amounts is recorded in the governmental funds only if the liability has matured as a result of employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable.

**Government-Wide Financial Statements**

For governmental and business-type activities, compensated absences are recorded as expenses when earned.

**Fund Financial Statements**

For governmental funds, compensated absences are recorded as expenditures in the year paid. The General Fund is typically used to liquidate compensated absences. In proprietary funds, compensated absences are expensed to the various funds in the period they are earned, and such fund's share of the unpaid liability is recorded as a long-term liability of the fund.

***N. Claims and Judgments Payable***

The short-term and long-term workers' compensation claims liability is reported in the Workers' Compensation Insurance Internal Service Fund. The short-term and long-term general claims liability is reported in the Comprehensive Liability Insurance Internal Service Fund. The short-term liability which will be liquidated with current financial resources is the amount of settlement reached, but unpaid, related to claims and judgments entered. Under the modified accrual basis, the following revenue sources are considered to be susceptible to accrual property taxes, sales taxes, federal and state grants.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***O. Pension Plans***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans (Note 11). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value. The General Fund and Internal Service Funds are typically used to liquidate the pension liability related to the City's governmental activities while the pension liability for Business-type activities is liquidated from the respective Enterprise Funds.

The following timeframes are used for pension reporting:

Valuation date	June 30, 2021
Measurement date	June 30, 2022
Measurement period	July 1, 2021 to June 30, 2022

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

***P. Other Postemployment Benefits (OPEB)***

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB plan, the assets of which are held in an irrevocable trust, and additions to/deductions from the OPEB plan's fiduciary net position have been determined by an independent actuary (Note 12). For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. The Enterprise Funds are used to liquidate the OPEB liability.

Generally accepted accounting principles require that the reported results must pertain to liability and fiduciary net position information within certain defined timeframes. For this report, the following timeframes are used:

Valuation date	June 30, 2021
Measurement date	June 30, 2022
Measurement period	July 1, 2021 to June 30, 2022

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

***Q. Fund Balances***

In the Governmental Fund Financial Statements, fund balances are classified in the following categories:

*Nonspendable* – Items cannot be spent because they are not in spendable form, such as prepaid items and inventories, items that are legally or contractually required to be maintained intact, such as principal of an endowment or revolving loan funds.

*Restricted* – Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation.

*Committed* – Committed fund balances encompass the portion of net fund resources, the use of which is constrained by limitations that the government imposes upon itself at its highest level of decision making (normally the governing body) and that remain binding unless removed in the same manner. The City Council is considered the highest authority for the City. A City Council resolution is required to have fund balance committed.

*Assigned* – Assigned fund balances encompass the portion of net fund resources reflecting the government's intended use of resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The City Council has not delegated the authority to assign fund balance to management.

*Unassigned* – This category is for any balances that have no restrictions placed upon them. The General Fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the General Fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

***R. Net Position***

For the Government-Wide Financial Statements, net position is classified in the following categories:

*Net Investment in Capital Assets* component of net position consists of capital assets, net of accumulated depreciation and amortization and reduced by any debt outstanding and any deferred outflows/inflows of resources related to such borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net investment in capital assets. Rather, that portion of the debt is offset by unspent proceeds.

*Restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

*Unrestricted* component of net position is the amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When both restricted and unrestricted resources are available for use, the City's policy is to use restricted resources first, then unrestricted resources that are needed.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**S. Property Taxes**

San Mateo County (the “County”) assesses properties and it bills, collects, and distributes property taxes to all taxing entities within its jurisdiction including the City. Under State law, known as the Teeter Plan, the County remits the entire secure amount levied and handles all delinquencies, retaining interest and penalties. Secured and unsecured property taxes are assessed on January 1. Secured property tax is due in two installments, on November 1 and March 1. It becomes delinquent on December 10 and April 10, respectively. Unsecured property tax is due on July 1, and becomes delinquent on August 31. Collection of delinquent accounts is the responsibility of the County, which retains all penalties.

The term “unsecured” refers to taxes on personal property other than real estate, land and buildings. These taxes are secured by liens on the property being taxed. Property tax revenues are recognized by the City in the fiscal year they are levied provided they become available as defined above.

**T. Use of Accounting Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions, in some cases when applicable, that affect the amounts in the financial statements and the accompanying notes. Actual results could differ from the estimates.

**U. Implementation of New GASB Pronouncements for the Year Ended June 30, 2023**

The requirements of the following accounting standards are effective for the purpose of implementation, if applicable to the City, for the year ended June 30, 2023. The financial statements included herein apply the requirements and provisions of these statements, including necessary retroactive adjustments to financial statement classifications and presentations.

**GASB Statement No. 91**

In May 2019, GASB issued Statement No. 91, *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. Implementation of this Statement did not have a significant effect on the City's financial statements for the fiscal year ended June 30, 2023.

**GASB Statement No. 94**

In March 2020, GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Implementation of this statement did not have a significant effect on the City's financial statements for the fiscal year ended June 30, 2023.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 1 – Summary of Significant Accounting Policies (Continued)**

**U. Implementation of New GASB Pronouncements for the Year Ended June 30, 2022 (Continued)**

*GASB Statement No. 96*

In May 2020, GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. Implementation of this Statement had a moderate effect on the City's financial statements for the fiscal year ended June 30, 2023.

*GASB Statement No. 99*

In April 2022, GASB issued Statement No. 99, *Omnibus 2022*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. Implementation of this Statement did not have a significant effect on the City's financial statements for the fiscal year ended June 30, 2023.

**V. Upcoming Government Accounting Standards Implementations**

The City is currently analyzing its accounting practices to determine the potential impact on the financial statements for the following GASB statements:

*GASB Statement No. 100*

In June 2022, GASB issued Statement No. 100, *Accounting Changes and Error Corrections – an Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. Application of this statement is effective for the City's fiscal year ending June 30, 2024.

*GASB Statement No. 101*

In June 2022, GASB issued Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. Application of this statement is effective for the City's fiscal year ending June 30, 2025.

*GASB Statement No. 102*

In December 2023, GASB issued Statement No. 102, *Certain Risk Disclosures*. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. That objective is achieved by requiring governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. The statement also requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. Application of this statement is effective for the City's fiscal year ending June 30, 2025. Earlier application is encouraged.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 2 – Cash and Investments**

Cash and investments are presented in the accompanying financial statements at June 30, 2023 as follows:

	Government -Wide Statement of Net Position			Fiduciary Fund Financial Statements	Total
	Governmental Activities	Business-Type Activities	Total		
Cash and investments					
Held by City Treasury	\$ 320,601,766	\$ 138,387,868	\$ 458,989,634	\$ 8,400,127	\$ 467,389,761
Restricted cash and investments: Held by fiscal agents	20,883,065	92,240,461	113,123,526	3,559,554	116,683,080
<b>Total cash and investments</b>	<b>\$ 341,484,831</b>	<b>\$ 230,628,329</b>	<b>\$ 572,113,160</b>	<b>\$ 11,959,681</b>	<b>\$ 584,072,841</b>

Cash and investments at June 30, 2023, consisted of the following:

**Cash on hand and deposits:**

Cash on hand	\$ 19,053
Deposits with financial institution	7,351,719
<b>Total cash on hand and deposits</b>	<b>7,370,772</b>

**Investments:**

Local Area Investment Funds (LAIF)	20,678,359
CAMP	136,836,877
San Mateo County Pool	59,895,615
Investments	242,608,138
<b>Total investments</b>	<b>460,018,989</b>
Cash and investments with fiscal agent	116,683,080
<b>Total cash and investments</b>	<b>\$ 584,072,841</b>

The City maintains a cash and investment pool for all funds. Certain restricted funds that are held and invested by independent outside custodians through contractual agreements are not pooled. These restricted funds include cash and investment held by trustees.

**A. Demand Deposits**

The carrying amounts of the City's demand deposits were \$7,351,719 at June 30, 2023. Bank balances were \$6,147,183 at that date, the total amount of which was collateralized or insured with securities held by the pledging financial institutions in the City's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the City's name.

The market value of pledged securities must equal at least 110% of the City's cash deposits. California law also allows institutions to secure City's deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total cash deposits. The City may waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation ("FDIC"). The City, however, has not waived the collateralization requirements.



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 2 – Cash and Investments (Continued)**

**A. Demand Deposits (Continued)**

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated to the various funds based on the period-end cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

**B. Investments Authorized by the California Government Code and the City's Investment Policy**

The table below identifies the investment types that are authorized for the City by the California Government Code and the City's investment policy. The table also identifies certain provisions of the California Government Code (or the City's investment policy, if more restrictive) that address interest rate risk and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Types	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer*
Securities issued by the U.S. Treasury	5 years	None	None
U.S. Agency Securities and Instrumentalities	5 years	70%	40%
Mortgage-Backed Securities	5 years	20%	20%
Banker's acceptance	180 days	10%	5%
Repurchase agreements	90 days	10%	10%
Local Agency Investment Fund	N/A	65%	65%
San Mateo County Pool	N/A	30%	30%
California Asset Management Program	N/A	20%	20%
Money Market/Mutual Funds	N/A	20%	10%
Prime Commercial Paper	270 days	10%	5%
Medium-term Corporate Notes	5 years	30%	5%
Obligations of State of California or Other			
California Local Agency	5 years	20%	5%
Non-negotiable Certificates of Deposit	3 years	30%	5%
Negotiable Certificates of Deposit	5 years	30%	5%
Asset-Backed Securities	5 years	10%	5%
Non-Agency Mortgage Securities	5 years	10%	5%

\* Based on state law requirements or City investment policy requirements, whichever is more restrictive.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 2 – Cash and Investments (Continued)**

**C. Fair Value Measurement**

At June 30, 2023, investments, excluding restricted cash and investments held by fiscal agent, are reported at fair value based on quoted market prices. The following table presents the fair value measurements of investments recognized in the accompanying Statement of Net Position measured at fair value on a recurring basis and the level within GASB 72 fair value hierarchy in which the fair value measurements fall at June 30, 2023:

Investment Type	Fair Value	Percentage of Investments	Fair Value Measurement Using		
			Level 1	Level 2	Level 3
Investments measured by fair value level:					
U.S. Government Treasury and Agencies:					
Federal Farm Credit Bank Bonds (FFCB)	\$ 11,718,776	2.55%	\$ -	\$ 11,718,776	\$ -
Federal Home Loan Bank Bonds (FHLB)	48,970,873	10.65%	-	48,970,873	-
Federal Home Loan Mortg. Corp. (FHLMC)	4,098,396	0.89%	-	4,098,396	-
Federal Natl. Mortg. Assn. Notes (FNMA)	4,566,124	0.99%	-	4,566,124	-
US Treasuries	73,910,531	16.07%	-	73,910,531	-
Corporate Notes:					
Amazon.com Inc	2,290,983	0.50%	-	2,290,983	-
Apple Inc	691,115	0.15%	-	691,115	-
Bank of America Corp	2,766,362	0.60%	-	2,766,362	-
Bank of Montreal	661,187	0.14%	-	661,187	-
Bank of NY Mellon Corp	721,175	0.16%	-	721,175	-
Berkshire Hathaway	804,186	0.17%	-	804,186	-
Caterpillar Financial Service	2,165,209	0.47%	-	2,165,209	-
Charles Schwab Corp	663,711	0.14%	-	663,711	-
Chubb INA Holdings Inc	2,406,378	0.52%	-	2,406,378	-
Guardian Life	798,329	0.17%	-	798,329	-
Honeywell Intl	2,201,953	0.48%	-	2,201,953	-
John Deere Capital Corp	999,167	0.22%	-	999,167	-
JP Morgan Chase & Co	1,265,659	0.28%	-	1,265,659	-
Mass Mutual	3,271,507	0.71%	-	3,271,507	-
Metlife	1,844,645	0.40%	-	1,844,645	-
Morgan Stanley	2,557,752	0.56%	-	2,557,752	-
National Rural Utilities	2,723,321	0.59%	-	2,723,321	-
New York Life Global	2,666,056	0.58%	-	2,666,056	-
Northwestern Mutual	1,932,158	0.42%	-	1,932,158	-
Paccar Financial Corp	1,876,768	0.41%	-	1,876,768	-
Prologis	1,615,231	0.35%	-	1,615,231	-
Realty Income Corp	2,097,673	0.46%	-	2,097,673	-
Royal Bank of Canada	3,328,780	0.72%	-	3,328,780	-
Salesforce.com Inc	704,405	0.15%	-	704,405	-
Target Corp	389,055	0.08%	-	389,055	-
Toronto-Dominion Bank	2,694,829	0.59%	-	2,694,829	-
Toyota Motor Credit Corp	2,917,930	0.63%	-	2,917,930	-
Truist Financial Corp	395,996	0.09%	-	395,996	-
United Health Group Inc	2,507,270	0.55%	-	2,507,270	-
US Bank NA	990,361	0.22%	-	990,361	-
Wal-Mart Stores	2,117,093	0.46%	-	2,117,093	-
Supranational	4,119,955	0.90%	-	4,119,955	-
Asset-Backed Securities	13,151,470	2.86%	-	13,151,470	-
Collateralized Mortgage Obligations	8,564,897	1.86%	-	8,564,897	-
Total investments subject to fair value	224,167,266		\$ -	\$ 224,167,266	\$ -
Investments not subject to the fair value hierarchy:					
Money Market	18,440,872	4.01%			
Local Agency Investment Fund	20,678,359	4.50%			
California Asset Management Program	136,836,877	29.75%			
San Mateo County Pool	59,895,615	13.02%			
Total investments	\$ 460,018,989	100.00%			

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 2 – Cash and Investments (Continued)**

**C. Fair Value Measurement (Continued)**

Treasury Securities, Federal Farm Credit Bank Bonds, Federal Home Loan Banks, Federal Home Loan Mortgage Corporation Notes and Mortgage-Backed Securities, Federal National Mortgage Association Notes, and Corporate Notes categorized as Level 2 are valued based on matrix pricing which use observable market inputs such as yield curves and market indices that are derived principally from or corroborated by observable market data by correlation to other means. Investments included in restricted cash and investments included money market accounts, guaranteed investment contracts, are not subject to fair value hierarchy.

**D. Risk Disclosure**

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

As a means of maintaining liquidity, the City's investment policy limits are as follows:

<b>Maturity</b>	<b>% of Portfolio</b>
Up to six months	25% (Minimum)
Six months to five years	75% (Maximum)

Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity. For purposes of the schedule shown on the next page, any callable securities are assumed to be held to maturity.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 2 – Cash and Investments (Continued)**

**D. Risk Disclosure (Continued)**

**Disclosures Relating to Interest Rate Risk (Continued)**

Investment Type	Fair Value	Maturities (in years)				
		1 year or less	1-2 years	2-3 years	3-4 years	4 years or more
Investments:						
U.S. Government Treasury and Agencies:						
Federal Farm Credit Bank Bonds (FFCB)	\$ 11,718,776	\$ 2,816,062	\$ -	\$ 4,539,525	\$ 2,484,573	\$ 1,878,616
Federal Home Loan Bank Bonds (FHLB)	48,970,873	7,677,485	25,193,829	11,597,374	4,502,185	-
Federal Home Loan Mortg. Corp. (FHLMC)	4,098,396	-	1,368,762	2,729,634	-	-
Federal Natl. Mortg. Assn. Notes (FNMA)	4,566,124	-	1,841,725	2,724,399	-	-
US Treasuries	73,910,531	22,791,926	11,638,156	14,757,947	7,689,350	17,033,152
Corporate Notes:						
Amazon.com Inc	2,290,983	-	-	1,042,871	-	1,248,112
Apple Inc	691,115	-	-	-	691,115	-
Bank of America Corp.	2,766,362	-	-	870,218	1,896,144	-
Bank of Montreal	661,187	-	-	-	661,187	-
Bank of NY Mellon Corp.	721,175	-	721,175	-	-	-
Berkshire Hathaway	804,186	-	-	-	804,186	-
Caterpillar Financial Service	2,165,209	-	721,282	-	-	1,443,927
Charles Schwab Corp.	663,711	-	-	663,711	-	-
Chubb INA Holdings Inc.	2,406,378	-	965,257	1,441,121	-	-
Guardian Life	798,329	-	-	-	-	798,329
Honeywell Intl	2,201,953	-	671,710	-	-	1,530,243
John Deere Capital Corp.	999,167	-	-	-	-	999,167
JP Morgan Chase & Co	1,265,659	-	375,502	396,140	494,017	-
Mass Mutual	3,271,507	-	-	3,271,507	-	-
Metlife	1,844,645	-	712,974	-	1,131,671	-
Morgan Stanley	2,557,752	-	-	844,837	1,712,915	-
National Rural Utilities	2,723,321	-	-	2,723,321	-	-
New York Life Global	2,666,056	-	684,952	-	-	1,981,104
Northwestern Mutual	1,932,158	-	-	1,932,158	-	-
Paccar Financial Corp.	1,876,768	572,367	-	-	-	1,304,401
Prologis	1,615,231	-	-	-	-	1,615,231
Realty Income Corp.	2,097,673	-	-	-	-	2,097,673
Royal Bank of Canada	3,328,780	-	1,483,230	-	-	1,845,550
Salesforce.com Inc.	704,405	-	704,405	-	-	-
Target Corp.	389,055	-	-	-	389,055	-
Toronto-Dominion Bank	2,694,829	-	1,877,610	-	-	817,219
Toyota Motor Credit Corp.	2,917,930	-	608,378	-	-	2,309,552
Truist Financial Corp.	395,996	-	-	395,996	-	-
United Health Group Inc.	2,507,270	-	-	827,439	751,908	927,923
US Bank NA	990,361	-	990,361	-	-	-
Wal-Mart Stores	2,117,093	-	-	-	165,173	1,951,920
Supranational	4,119,955	-	1,387,286	2,732,669	-	-
Asset-Backed Securities	13,151,470	-	2,262,453	3,616,254	4,569,125	2,703,638
Collateralized Mortgage Obligations	8,564,897	-	940,480	2,198,995	1,633,922	3,791,500
Money Market	18,440,872	18,440,872	-	-	-	-
Local Agency Investment Fund	20,678,359	20,678,359	-	-	-	-
California Asset Management Program	136,836,877	136,836,877	-	-	-	-
San Mateo County Pool	59,895,615	59,895,615	-	-	-	-
Total investments	\$ 460,018,989	\$ 269,709,563	\$ 55,149,527	\$ 59,306,116	\$ 29,576,526	\$ 46,277,257

**Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. However, some issuers do not seek a credit rating. For instance, the California Local Agency Investment Fund (LAIF) has not sought or received a credit rating. In these cases, the purchaser is solely responsible for performing their own due diligence before purchasing an investment or participating in an external investment pool. Certificates of deposit of \$250,000 or less are fully insured by the Federal Deposit Insurance Corporation (FDIC), and therefore, do not seek a credit rating.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 2 – Cash and Investments (Continued)**

**D. Risk Disclosure (Continued)**

**Disclosures Relating to Credit Risk (Continued)**

The City mitigates credit risk through diversification in its portfolio as outlined by the City's Investment Policy. The Investment Policy also guides the rating quality of purchased securities provided by Nationally Recognized Statistical Rating Organizations (NRSRO). As of June 30, 2023, the City's deposits and investments were rated as follows:

	Credit Quality Ratings	
	Moody's	S&P
	P-1 to AA3	A-1+ to AA-
Deposits		
Investments:		
Securities of U.S. Government Agencies:		
Federal Farm Credit Bank Bonds (FFCB)	Aaa	AA+
Federal Home Loan Bank Bonds (FHLB)	Aaa	AA+
Federal Home Loan Mortg. Corp. Notes (FHLMC)	Aaa	AA+
Federal National Mortg. Assn. Notes (FNMA)	Aaa	AA+
US Treasuries	Aaa to P-1	AA+ to A-1+
Corporate Notes:		
Amazon.com Inc	A1	AA
Apple Inc	Aaa	AA+
Bank of America Corp	A1	A-
Bank of Montreal	A2	A-
Bank of NY Mellon Corp	A1	A
Berkshire Hathaway	Aa2	AA
Caterpillar Financial Service	A2	A
Charles Schwab Corp	A2	A-
Chubb INA Holdings Inc	A3	A
Guardian Life	Aa1	AA+
Honeywell Intl	A2	A
John Deere Capital Corp	A2	A
JP Morgan Chase & Co	A1	A-
Mass Mutual	Aa3	AA+
Metlife	Aa3	AA-
Morgan Stanley	A1	A-
National Rural Utilities	A1 to A2	A-
New York Life Global	Aaa	AA+
Northwestern Mutual	Aaa	AA+
Paccar Financial Corp	A1	A+
Prologis	Not Rated	Not Rated
Realty Income Corp	A3	A-
Royal Bank of Canada	A1	A
Salesforce.com Inc	A2	A+
Target Corp	A2	A
Toronto-Dominion Bank	A1	A
Toyota Motor Credit Corp	A1	A+
Truist Financial Corp	A3	A-
United Health Group Inc	A3	A+
US Bank NA	A2	A+
Wal-Mart Stores	Aa2	AA
Asset-Backed Securities	Aaa to Not Rated	AAA to Not Rated
Collateralized Mortgage Obligations	Aaa to Not Rated	AAA to Not Rated
Local Agency Investment Funds	Not Rated	Not Rated
San Mateo County Pool	Not Rated	Not Rated
California Asset Management Program	Not Rated	AAAm
Supranational	Aaa	AAA
Money Market Funds	Aaa	AAA

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 2 – Cash and Investments (Continued)**

***D. Risk Disclosure (Continued)***

**Disclosure Relating to Concentration of Credit Risk**

The investment policy of the City contains requirements that no more than 5 percent of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy. GASB Statement No. 40 requires disclosure by amount and issuer, of investments in any one issuer that represent 5% or more of total investments. At June 30, 2023, there were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represents 5% or more of the City's total investments.

**Disclosures Relating to Custodial Credit Risk**

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At June 30, 2023, the City's deposits (bank balances) were collateralized under California Law.

***E. Investment in State Investment Pool***

The City is a participant in LAIF which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investments in LAIF at June 30, 2023 included a portion of pool funds invested in Structure Notes and Asset-Backed Securities:

Structured Notes are debt securities (other than asset-backed securities) whose cash-flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2023, the City had \$20,678,359 invested in LAIF, which had invested 1.46% of the pool investment funds in Structured Notes and Asset-Back Securities. LAIF determines fair value on its investment portfolio based on market quotations for those securities where market quotations are readily available and based on amortized cost or best estimate for those securities where market value is not readily available. The City valued its investments in LAIF as of June 30, 2023, by multiplying its account balance with LAIF times a fair value factor determined by LAIF. This fair value factor was determined by dividing all LAIF participants' total aggregate amortized cost by total aggregate fair value. The fair value of the City's position in the pool is the same as the value of the pool shares. The credit quality rating of LAIF is unrated as of June 30, 2023.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 2 – Cash and Investments (Continued)**

***F. Investment in California Asset Management Program (CAMP)***

As of June 30, 2023, the City had \$136,836,877 invested in the California Asset Management Program (CAMP), in which the City is a voluntary participant. CAMP is an investment pool offered by the California Asset Management Trust (the “Trust”). The Trust is a joint powers authority and public agency created by the Declaration of Trust and established under the provisions of the California Joint Exercise of Powers Act for the purpose of exercising the common power of its Participants to invest funds. The investments are limited to investments permitted by California Government Code. The total amount invested by all public agencies in CAMP at June 30, 2023 was \$16.0 billion. A board of five trustees who are officials or employees of public agencies has oversight responsibility for CAMP. The value of the pool shares in CAMP, which may be withdrawn at any time, is determined on an amortized cost basis, which is different from the fair value of the City’s position in the pool. At June 30, 2023 the amortized cost approximated is the City’s cost.

***G. Investment in San Mateo County Investment Pool***

As of June 30, 2023, the City had \$59,895,615 invested in the San Mateo County Investment Fund (County Pool) that is regulated by Code Section 16429 under the oversight of the Treasurer of the County. The City reports its investment in the County Pool at the fair value amount provided by the County. Included in the County Pool’s investment portfolio are US Treasury Notes, Obligations issued by agencies of the United States Government, LAIF, Corporate Notes, Commercial Paper, collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, and floating rate securities issued by federal agencies, government-sponsored enterprises, and corporations. The fair value factor of 0.9715 was used to calculate the fair value of the investments in the County Pool. At June 30, 2023, the total amount invested by all public agencies in the County Pool was approximately \$8.0 billion.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 3 – Loans and Notes Receivable**

At June 30, 2023, loans and notes receivable consisted of the following:

	<b>Loans and Notes Receivable</b>	<b>Allowance for Doubtful Accounts</b>	<b>Loans and Notes Receivable, Net</b>	<b>Unavailable Revenue</b>
Governmental Activities:				
First-time Homebuyer Loans	\$ 13,585,918	\$ (9,411,626)	\$ 4,174,292	\$ 268,468
Home Rehabilitation Loans	590,225	(590,225)	-	-
106 N. El Dorado	450,000	(450,000)	-	-
Darcy Building	1,357,062	(1,357,062)	-	-
Edgewater Isle Senior Apartments	5,055,275	(5,055,275)	-	-
Belmont Building	800,000	(800,000)	-	-
St. Matthew Hotel	2,796,172	(2,796,172)	-	-
Rotary Hacienda & Rotary Floritas	5,079,630	(5,079,630)	-	-
First Step for Families (Turning Point)	730,587	(730,587)	-	-
12 N. Idaho Street	100,000	(100,000)	-	-
200 S. Delaware Street	2,121,751	(2,121,751)	-	-
232 S. Humboldt Street	542,500	(542,500)	-	-
11 S. Delaware Street	1,255,029	(1,255,029)	-	-
El Camino Family Housing	3,948,244	(3,948,244)	-	-
MP San Mateo Transit Associates	8,463,911	(8,463,911)	-	-
MP Delaware Pacific Associates LP	1,338,159	(1,338,159)	-	-
MP Foster Square	382,330	(382,330)	-	-
Gateway Commons Assessment Loan	327,643	(327,643)	-	-
Cal Home Loans	290,374	(290,374)	-	-
HIP Housing - 1100 Cypress Avenue	1,200,008	(1,200,008)	-	-
Bay Meadows Affordable Association	2,133,288	(2,133,288)	-	-
Child Care Facility Project Loans	457,400	(457,400)	-	-
MP Downtown San Mateo Associates LP	5,692,500	(5,692,500)	-	-
Total Governmental Activities	<u>\$ 58,698,006</u>	<u>\$ (54,523,714)</u>	<u>\$ 4,174,292</u>	<u>\$ 268,468</u>
Business-Type Activities:				
Town of Hillborough	\$ 33,569,592	\$ -	\$ 33,569,592	
Total Business-Type Activities	<u>\$ 33,569,592</u>	<u>\$ -</u>	<u>\$ 33,569,592</u>	

***First-Time Homebuyer Loans***

The City has had provided various loan programs for first time homebuyers since 1989. In general, they provide secondary financing for low and moderate income buyers in the City that have deferred payments in order to allow the buyer to maximize their purchasing capacity. The City, acting as the successor agency of the former redevelopment agency, engages in programs designed to encourage construction or improvement in low-to-moderate income housing or other projects. Under these programs, loans are provided under favorable terms to homeowners or developers who agree to spend these funds in accordance with the City's terms. The amounts for potential loan forgiveness represent the best estimate of the amount of loans receivable that may not be collectible from borrowers. It does not necessarily reflect subsequent actual payments, which could differ from expectations.



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 3 – Loans and Notes Receivable (Continued)**

***First-Time Homebuyer Loans (Continued)***

The various loan terms are described below:

Gateway Commons Original Buyers – Second loans accrue interest that compounds annually. Interest accrues for 20 years. Starting in year 21, 10% of principal and accrued interest is forgiven until the loan is fully forgiven in year 30. Payment of principal and interest is paid upon sale of property. Units are sold at market value, and at that time, the City also receives as payment a share of the appreciation based on the percentage of the City loan to original purchase price.

First Time Buyer Resale Program – Subsequent buyers at Gateway Commons and other first time buyer complexes have different loan terms: Prior to 2007, second loans up to \$60,000 accrue interest that is compounded annually. The resale price is restricted by applying the percentage increase in median income from the time of the purchase date to the sale date, to the initial sales price. The principal is repaid, but payment of the accrued interest is waived. The City has the first right to purchase to roll unit to a new eligible buyer at the restricted sales price. If the City does not exercise the option to purchase, the unit can be sold at fair market value to a non-eligible buyer. In this case, the principal, interest, and appreciation share payment is paid to the City. After 2007, the second loans were restructured to eliminate the interest rate and appreciation share in the event the unit is sold to non-eligible buyer. Instead, “contingent interest” is paid to the City, which is determined by the difference between the restricted price and the actual sales price (market value).

Neighborhood Purchase Program – A second loan of up to 20% of the purchase price, or maximum of \$60,000, accrues simple interest of 3% per year. This is an amortized loan, where monthly payments are deferred for five years and then repaid over 25 years. This program is no longer active. There are no resale price restrictions.

Countywide Home Investment Partnership (CHIP) Program – This program provides a second loan of up to 20% of the purchase price, or maximum of \$60,000. No interest and no payments are due for 10 years. Then payments are amortized at 4% for 25 years. Upon sale of the property or refinance, an appreciation share payment is due to the City.

Meadow Court Program – This program provides first-time homebuyers down payment assistance for the purchase of units at Meadow Court. The loans are secured by a second deed of trust with a term of 40 years and interest compounding annually. At year 31, provided that the property has not been sold or transferred, 10% of principal and interest will be forgiven each year until year 40, at which time the entire note is forgiven.

***Home Rehabilitation Loans***

The City has administered various housing rehabilitation loan programs using Community Development Block Grant funds, former Redevelopment Agency Housing Set-Aside funds, and City Housing funds. Under these Programs, individuals with incomes below a certain level are eligible to receive low interest, variable term loans, secured by deeds of trust for rehabilitation work on their homes. The maximum loan limit is \$85,000 for standard properties and \$100,000 for historic properties. The loan repayments may be amortized over the life of the loans, deferred, or a combination of both.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 3 – Loans and Notes Receivable (Continued)**

***106 N. El Dorado***

The City loaned \$450,000 to Housing Association for the Needy and Dispossessed, Inc. (HAND), a nonprofit organization, to acquire and rehabilitate six apartment units at 106 N. Eldorado for low-income housing. The loan bears no interest and is due in 40 years. If the property has not been sold or transferred, beginning in 2027, ten percent of the principal will be forgiven annually until 2036, at which time the entire loan principal will be forgiven.

***Darcy Building***

On June 30, 2000, the City and the former Redevelopment Agency made four loans, the proceeds of which were used to conduct substantial rehabilitation and residential conversion of the Darcy Building for low income households. The loans carry interest at rates that vary from 0% to 5% with a term of 30 years. If the property remains in the developer's hands, two of the loans allow partial forgiveness beginning in year 30, with full forgiveness in year 40.

***Edgewater Isle Senior Apartments***

On June 30, 2000, the City and the former Redevelopment Agency made a loan to the Human Investment Project ("HIP") for the purchase and minor rehabilitation of 92 low and moderate income senior rental units at Edgewater Isle. Payments of principal and 3% interest are deferred until 2048 or the sale or transfer of the property, whichever comes first.

***Belmont Building***

On June 30, 2000, the City and the former Redevelopment Agency made two loans, the proceeds of which were used to convert the Belmont building into six one-bedroom units for very low income families. The loans bear no interest and are for a term of 40 years. If the property remains in the developer's hands, beginning in year 2023, ten percent of the principal will be forgiven annually until year 2032, at which time the entire loan principal will have been forgiven.

***St. Matthew Hotel***

On June 30, 2000, the City and the former Redevelopment Agency made a loan to a developer, who used these funds to rehabilitate this hotel into a single room occupancy development for very low-income households. Interest is at 0% to 3%; principal and interest are due in 2036. Annual payments on the 3% loan are based on available cash flow, if any.

***Rotary Hacienda***

In 1988, the former Redevelopment Agency entered into a Development and Disposition Agreement ("DDA") with Rotary Hacienda Inc. for the construction and operation of an 82-unit senior rental housing project. The Agreement includes a promissory note in the amount of \$968,383, which bears simple interest at a rate of 8.75% compounded annually, and is due on December 30, 2028. In 2004, the loan was recast for \$968,000 with 0% interest, a 40-year term and no prepayment penalty.

***Rotary Floritas***

The former Redevelopment Agency provided \$3,000,000 for the construction of 50 senior rental units at Rotary Floritas on March 24, 2006. The interest rate is 3% for 55 years. Annual payments of principal and interest are based on the "available cash flow" from the borrower's preceding fiscal year.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 3 – Loans and Notes Receivable (Continued)**

***First Step for Families (Turning Point)***

On June 26, 1988, the City provided zero interest deferred loans of \$69,262 in City CDBG funds and \$305,000 in former Redevelopment Agency funds to Mid-Peninsula Coalition Belle Haven, Inc. (MPCBH), for the acquisition and development of an emergency housing shelter called Turning Point. In 2002, MPCBH redeveloped the site into a new facility consisting of both emergency beds and transitional housing units to assist 39 families. The original loans plus interest were recast effective on April 1, 2002, in the amounts of \$95,320 and \$419,566 respectively. The loans bear 3% interest; principal and accrued interest are due in 30 years. At the same time, the City provided an additional \$500,000 (\$143,500 CDBG and \$356,500 HOME) for the new project. These loans bear 3% interest, and annual payments are based on “available cash flow”. As long as the facility is operated as emergency and transitional housing, 1/30 of the principal and accrued interest annually until it fully forgiven in 30 years.

***12 N. Idaho Street***

In 1994, HAND, Inc., a non-profit organization, received loans of \$100,000 from the former Redevelopment Agency and \$10,436 from the City to assist in the purchase of a six-unit apartment building located at 12 N. Idaho Street to be used as an affordable housing complex. The Agency loan carries an interest rate of 10% and is for a period of 40 years. The City loan carries no interest and is for a period of 15 years. Principal payments on both loans are deferred until the earlier of sale or transfer of the property or the maturity date.

***200 S. Delaware Street***

On October 6, 1999, the City and the former Redevelopment Agency loaned \$1,266,000 to HAND to acquire and rehabilitate sixteen units at 200 S. Delaware Street for low-income housing. The loan bears an interest rate of 3%. Principal and interest are due in 2049. HAND has an option of renewing the loan agreement for another fifty years.

***232 S. Humboldt Street***

On February 9, 2001, the City and the former Redevelopment Agency loaned \$500,000 to Mateo Lodge, Inc., to rehabilitate nine units at 232 S. Humboldt Street for low-income housing. The loan bears an interest rate of 3%. Principal and interest are due in 2021. Mateo Lodge, Inc. has an option of renewing the loan agreement for another twenty years.

***11 S. Delaware Street***

On June 17, 2002, the City loaned \$660,000 to HAND to acquire and rehabilitate eleven units at 11 S. Delaware Street for affordable housing. The loan bears an interest rate of 3%. Principal and interest are due in 2032. However, HAND has an option of renewing the loan agreement for another thirty years.

***El Camino Family Housing***

In December 2002, El Camino Family Housing, L.P., received a loan of \$3,386,000 from the former Redevelopment Agency to develop the Santa Inez Apartments at an interest rate of 3% and for a period of 40 years. Annual payments of principal and interest in the amount of \$140,688 are based on the “available cash flow” from the borrower’s preceding fiscal year. On January 19, 2018, the project was refinanced in order to allow one of the general partners to purchase the property as Santa Inez Apartments, LP. Upon closing, a portion of the accrued interest was paid to the City. The promissory note was amended to revise the principal amount to \$4,000,000 (original principal plus remaining accrued interest). The other original terms remained the same for another 25 years.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 3 – Loans and Notes Receivable (Continued)**

***MP San Mateo Transit Associates***

In November 2006, the City and the former Redevelopment Agency entered into a loan agreement with the Mid-Peninsula Housing Coalition. The agreement includes three promissory notes in the amounts of \$1,230,000 (City funds), \$1,200,000 (Agency funds), and \$2,870,000 (Agency funds), which bear 3% interest. The payment of principal and interest is due on the maturity date or the sale or transfer of the property except for a sale or transfer to an affiliate nonprofit public benefit corporation or to a limited partnership in which an affiliate is the general partner. The maturity date shall occur fifty-five (55) years from the date of the receipt of the final certificate of occupancy. Beginning with borrower's first fiscal year following the first year after receipt of the certificate of occupancy, borrower shall make annual payments of principal and interest to the City only from "Available Cash Flow" which is defined from borrower's preceding fiscal year. In October 2009, the City received Infill Infrastructure Grant funds from the State of California in the amount of \$3,854,240, which was passed on to the Mid-Peninsula Housing Coalition in the form of a deferred zero interest loan which is due at maturity, which is 55 years from receipt of the final certificate of occupancy.

***MP Delaware Pacific Associates L.P.***

In April 2012, the City and the Successor Agency entered into a loan agreement with the Mid-Peninsula Delaware Pacific Associates, LP. The agreement includes two promissory notes in the amounts of \$880,000 (HOME Grant funds) and \$320,000 (Successor Agency Funds), which bear 3% interest. Beginning with borrower's first fiscal year following the first year after receipt of the certificate of occupancy, borrower shall make annual payments of principal and interest to the City only from "Available Cash Flow", which is defined from borrower's preceding fiscal year. The payment of remaining principal and interest is due on the maturity date or the sale or transfer of the property except for a sale or transfer to an affiliate nonprofit public benefit corporation or to a limited partnership in which an affiliate is the general partner. The maturity date shall occur fifty-five (55) years from the date of the receipt of the final certificate of occupancy.

***MP Foster Square***

In July 2014, the City entered into a loan agreement with Mid-Peninsula Foster Square Associates, LP. The agreement includes one promissory note in the amount of \$420,000 (HOME Grant funds), which bears 3% interest. Beginning with borrower's first fiscal year following the first year after receipt of the certificate of occupancy, borrower shall make annual payments of principal and interest to the City only from "Residual Receipts", which is defined from the project's preceding fiscal year. The payment of remaining principal and interest is due on the maturity date or the sale or transfer of the property. The maturity date shall occur fifty-five (55) years from the date of the receipt of the final certificate of occupancy.

***Gateway Commons Assessment Loan***

In February 2011, the City and the former Redevelopment Agency entered into a loan agreement with the Gateway Commons Owners Association to assist the owner with paying for a special assessment for needed repairs at the complex. This agreement provides eligible owners of the affordable units loans in the range of \$10,000 to \$30,000 as one-time lump sum special assessment to Gateway Commons. The original term of the loan is 15 years with an interest rate varying between 0% and 3%. The loan repayment are amortized, deferred, or a combination of both.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 3 – Loans and Notes Receivable (Continued)**

***Cal Home Loans***

In June 2009, the City entered into a program agreement with the California Department of Housing and Community Development to receive \$750,000 in grant funds from the CalHOME program for its Owner Occupancy Rehabilitation Program. These funds are used for home repair loans up to \$60,000 for low and moderate income households at 3% interest, with payments deferred for 30 years. Loan repayments will go into a revolving loan fund to be used for future housing loans for owner occupied units.

***HIP Housing Development - 1110 Cypress Avenue***

In May 2016, the City entered into two loan agreements with HIP Housing Development Corporation in the amounts of \$590,000 and \$510,000 to be used for the acquisition of 1110 Cypress Avenue in the City of San Mateo, a 16-unit apartment complex, for the purpose of providing affordable housing to low and moderate income households. Commencing on the first day of the month following the first anniversary of the notes, the borrower shall make annual payments of principal and interest to the City only from “Residual Receipts”, the amount by which gross revenue exceeds annual operating expenses from the project’s preceding fiscal year. The payment of remaining principal and interest is due on the maturity date or the sale or transfer of the property. The loans bear simple interest of 3% per annum, and mature fifty-five (55) years from the date of the notes.

***Bay Meadows Affordable Housing***

In December 2018, the City lent \$2,000,000 to Bay Meadows Affordable Associates, LP for the construction of 68 family rental units. The interest rate is 3%. Annual payments are due beginning with the first fiscal year after construction completion based on the City’s share of “Residual Receipts” which is defined from the project’s preceding fiscal year. The payment of remaining principal and interest is due in full 55 years after construction completion.

***Child Care Facility Project Loans***

On October 15, 2018, the City Council approved Resolution 2018-107, establishing the Interim Child Care Fund Guidelines and authorized staff to release a Notice of Funding Available (NOFA). The NOFA was intended to invite a wide breadth of proposals that result in increasing the number of childcare spaces in the City of San Mateo with the earliest possible completion. The NOFA was released on January 7, 2019 with a deadline date of February 21, 2019. The City held an informational meeting for potential applicants on January 21, 2019 to review the NOFA document and requirements and respond to questions from attendees. As this was the first time in providing this NOFA, the loan documents were developed after the submittal of applications, as it was entirely unknown as to what types of projects would apply for funds and the potential structure of the funding. Each project offered differing levels of available leveraged funding, from zero to over 50% of the total development costs.

***MP Downtown San Mateo Associates, L.P.***

In December 2021, the City entered into three loan agreements with MP Downtown San Mateo Associates, L.P., to be used for the development of Kiku Crossing, a new 225 unit affordable housing project. The agreements include three promissory notes in the amount of \$650,000 (HOME Grant funds), \$2,000,000 (Commercial Linkage Fee funds), and \$2,850,000 (Low Mod Income Housing Asset Funds), which bear 3% interest. Beginning with borrower’s first fiscal year following the first year after receipt of the certificate of occupancy, borrower shall make annual payments of principal and interest to the City only from “Residual Receipts”, which is defined from the project’s preceding fiscal year. The payment of remaining principal and interest is due on the maturity date or the sale or transfer of the property. The maturity date shall occur fifty-seven (57) years from the date of recordation of the leasehold deed of trust.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 3 – Loans and Notes Receivable (Continued)**

***Town of Hillsborough***

In June 2022, the City entered into a capital cost repayment agreement with the Town of Hillsborough (the “Town”) for the payment of the Town’s percentage of project costs for clean water projects. The City begun construction on a comprehensive suite of capital improvements referred to as the “Clean Water Program,” including capital improvements to the sewage treatment plant. The costs of the sewage treatment plant are allocated based on predetermined factors. The capital cost repayment agreement carries an interest rate of 1.91% with a term of 30 years. Payments will be in addition to the periodic charges for wastewater treatment services. As of June 30 2023, the balance of the capital cost repayment agreement was \$33,569,592.

**Note 4 – Lease Receivable**

The portion of the City’s property is leased to others. Such property includes special purpose facilities, office and commercial space, and land. Lease receivable consists of agreements with other for the right-to-use of the underlying assets at various locations owned by the City. The terms of the arrangements range from 5 to 27 years. The calculated interest rates used vary depending on the length of the lease. For the fiscal year ended June 30, 2023, the City recognized \$623,191 in lease revenue and \$310,344 in interest revenue.

A summary of changes in lease receivable for the fiscal year ended June 30, 2023 is as follows:

	<b>Balance July 1, 2022</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2023</b>	<b>Classification</b>	
					<b>Due within One Year</b>	<b>Due in More Than One Year</b>
Leases receivable	\$ 3,687,363	\$ 6,830,255	\$ (389,841)	\$ 10,127,777	\$ 435,129	\$ 9,692,648

As of June 30, 2023, the required payments for these leases, including interest, are:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 435,129	\$ 297,911	\$ 733,040
2025	457,281	284,541	741,822
2026	431,327	270,673	702,000
2027	296,994	259,979	556,973
2028	313,324	251,073	564,397
2029-2033	1,953,586	1,091,190	3,044,776
2034-2038	1,808,707	793,191	2,601,898
2039-2043	2,041,423	518,894	2,560,317
2044-2048	2,390,006	174,184	2,564,190
<b>Total</b>	<b>\$ 10,127,777</b>	<b>\$ 3,941,636</b>	<b>\$ 14,069,413</b>

As of June 30, 2023, the amounts reported as deferred inflows of resources will be recognized as lease revenue as follows:

<b>Year Ending June 30,</b>	<b>Amortization Schedule</b>
2024	\$ 623,191
2025	623,191
2026	582,086
2027	445,880
2028	436,673
2029-2033	2,183,366
2034-2038	1,683,529
2039-2043	1,516,916
2044-2048	1,415,788
<b>Total</b>	<b>\$ 9,510,620</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 5 – Interfund Receivables, Payables, and Transfers**

**A. Due To / From Other Funds**

Amounts due to and due from other funds at June 30, 2023, were as follows:

Receivable Fund	Payable Fund	Amount	Purpose
General Fund	Community Development Block Grant Fund	\$ 78,657	Overdrawn Cash
General Fund	Permanent Local Housing Allocation Special Revenue Fund	240,965	Overdrawn Cash
General Fund	2% Hotel Tax Capital Projects Fund	1,380,618	Overdrawn Cash
	<b>Total</b>	<b>\$ 1,700,240</b>	

**B. Transfers**

Interfund transfers during the year ended June 30, 2023, consisted of the following:

Transfers In	Transfers Out	Amount	Purpose
General Projects Capital Projects Fund	General Fund	\$ 10,900,054	Capital projects
General Projects Capital Projects Fund	Construction Services Special Revenue Fund	699,184	Capital projects
General Projects Capital Projects Fund	Community Development Block Grant Special Revenue Fund	14,495	Capital projects
General Projects Capital Projects Fund	Police Grants Fund	-	Capital projects
General Projects Capital Projects Fund	Gas Tax Special Revenue Fund	778,472	Capital projects
General Projects Capital Projects Fund	Solid Waste Special Revenue Fund	136,267	Capital projects
General Projects Capital Projects Fund	Landfill Bond Debt Service Fund	30,986	Capital projects
General Projects Capital Projects Fund	Vehicle and Equipment Replacement	1,497,903	Capital projects
	<b>Subtotal</b>	<b>14,408,044</b>	
General Fund	Gas Tax Special Revenue Fund	1,747,500	Capital projects
General Fund	Construction Services Special Revenue Fund	3,485,372	Capital projects
	<b>Subtotal</b>	<b>5,232,872</b>	
Vehicle and Equipment Replacement Internal Service Fund	General Fund	410,000	Cost allocation
Vehicle and Equipment Replacement Internal Service Fund	Sewer Enterprise Fund	294,000	Cost allocation
	<b>Subtotal</b>	<b>704,000</b>	
Comprehensive Liability Insurance Internal Service Fund	Sewer Enterprise Fund	1,500,000	Cost allocation
Comprehensive Liability Insurance Internal Service Fund	Workers' Compensation Insurance Internal Service Fund	1,500,000	Cost allocation
	<b>Subtotal</b>	<b>3,000,000</b>	
General Obligation Bond Debt Service Fund	General Fund	2,692,749	Debt service
2% Hotel Tax Capital Projects Fund	General Fund	1,450,000	Debt service
Traffic Impact Fee Special Revenue Fund	General Projects Capital Projects Fund	40,085	Capital projects
	<b>Total</b>	<b>\$ 27,527,750</b>	

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 6 – Capital Assets**

**A. Governmental Activities**

The summary of changes in governmental activities capital assets for the year ended June 30, 2023, is as follows:

	Balance July 1, 2022, as restated	Additions	Deletions	Transfers	Balance June 30, 2023
Capital assets, not being depreciated					
Land	\$ 52,064,002	\$ -	\$ -	-	\$ 52,064,002
Construction in progress	76,751,630	25,117,502	(496,940)	(76,210,732)	25,161,460
Total capital assets, not being depreciated	128,815,632	25,117,502	(496,940)	(76,210,732)	77,225,462
Capital assets, being depreciated					
Building and improvements	192,772,658	24,847	-	-	192,797,505
Machinery and equipment	34,005,226	1,952,830	(896,733)	436,011	35,497,334
Infrastructure	519,168,005	-	(14,792)	74,278,271	593,431,484
Total capital assets, being depreciated	745,945,889	1,977,677	(911,525)	74,714,282	821,726,323
Accumulated depreciation:					
Building and improvements	(75,501,860)	(5,263,668)	-	-	(80,765,528)
Machinery and equipment	(26,032,722)	(1,679,304)	827,024	-	(26,885,002)
Infrastructure	(308,624,748)	(12,951,589)	-	-	(321,576,337)
Total accumulated depreciation	(410,159,330)	(19,894,561)	827,024	-	(429,226,867)
Total capital assets, being depreciated, net	335,786,559	(17,916,884)	(84,501)	74,714,282	392,499,456
Leased assets, being amortized					
Buildings and improvements	2,169,194	5,423	-	-	2,174,617
Total leased asset, being amortized	2,169,194	5,423	-	-	2,174,617
Less: accumulated amortization					
Buildings and improvements	(587,856)	(590,812)	-	-	(1,178,668)
Total accumulated amortization	(587,856)	(590,812)	-	-	(1,178,668)
Total leased asset, being amortized, net	1,581,338	(585,389)	-	-	995,949
Subscription assets being amortized	1,429,398	2,862,579	-	1,496,450	5,788,427
Less accumulated amortization	-	(768,547)	-	-	(768,547)
Total subscription assets, being amortized, net	1,429,398	2,094,032	-	1,496,450	5,019,880
Total capital assets, net	\$ 467,612,927	\$ 8,709,261	\$ (581,441)	\$ -	\$ 475,740,747

Depreciation and amortization expense were charged to the functions/programs of the governmental activities as follows:

General government	\$ 966,244
Community development	219,784
Public safety	1,892,754
Public works	12,278,502
Parks and recreation	2,929,607
Library	1,831,590
Internal service funds	1,135,439
<b>Total depreciation/amortization expenses</b>	<b>\$ 21,253,920</b>



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 6 – Capital Assets (Continued)**

**B. Business-Type Activities**

The summary of changes in business-type activities capital assets for the year ended June 30, 2023, is as follows:

	Balance July 1, 2022	Additions	Deletions	Transfers	Balance June 30, 2023
Capital assets, not being depreciated					
Land	\$ 4,052,298	\$ -	\$ -	\$ -	\$ 4,052,298
Construction in progress	378,122,172	152,742,133	(101,329)	(64,828)	530,698,148
Total capital assets, not being depreciated	382,174,470	152,742,133	(101,329)	(64,828)	534,750,446
Capital assets, being depreciated					
Sewer treatment plant and transmission lines	279,205,754	-	-	64,828	279,270,582
Machinery and equipment	2,041,990	283,738	-	-	2,325,728
Total capital assets, being depreciated	281,247,744	283,738	-	64,828	281,596,310
Accumulated depreciation:					
Sewer treatment plant and transmission lines	(110,335,631)	(5,457,772)	-	-	(115,793,403)
Machinery and equipment	(1,099,751)	(123,649)	-	-	(1,223,400)
Total accumulated depreciation	(111,435,382)	(5,581,421)	-	-	(117,016,803)
Total capital assets, being depreciated, net	169,812,362	(5,297,683)	-	64,828	164,579,507
Leased assets, being amortized					
Machinery and equipment	-	110,037	-	-	110,037
Total leased asset, being amortized	-	110,037	-	-	110,037
Less: accumulated amortization					
Machinery and equipment	-	(34,540)	-	-	(34,540)
Total accumulated amortization	-	(34,540)	-	-	(34,540)
Total leased asset, being amortized, net	-	75,497	-	-	75,497
Total capital assets, net	\$ 551,986,832	\$ 147,519,947	\$ (101,329)	\$ -	\$ 699,405,450

Depreciation and amortization expense was charged to the Sewer Fund in the amount of \$5,615,961.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities**

**A. Summary**

	Final Maturity	Interest Rate	Annual Principal Installments	Original Issue Amounts	Outstanding at June 30, 2023
<b>Governmental Activities</b>					
Direct Borrowing:					
CEC Streetlight Loan	2030	1.00%	\$254,364 - \$260,544	\$ 3,000,000	\$ 1,770,332
PG&E - Energy Efficiency Retrofit Loans	2031	0.00%	\$351,219	3,356,274	2,515,046
Advance liability	2047	3.00%	\$335,000 - \$2,530,000	45,765,000	42,660,000
Lease liability	2025	3.00%	\$442,060 - \$611,348	2,169,194	1,053,407
Subscription liability	2033	1.71% - 3.14%	\$309,519 - \$947,110	4,291,977	3,472,655
Public Borrowing:					
General Obligation Bonds, Series 2013 (Library Improvement Project)	2031	3.00% - 4.00%	\$1,520,000 - \$2,070,000	27,295,000	14,620,000
Lease Revenue Bonds, Series 2007A (Public Safety Project)	2039	Variable rate	\$480,000 - \$1,195,000	17,400,000	13,135,000
Revenue Refunding Bonds, Series 2018A (Golf Course Project)	2030	2.25% - 5.00%	\$495,000 - \$665,000	6,050,000	4,200,000
Total Governmental Activities				<u>\$109,327,445</u>	<u>\$ 83,426,440</u>
<b>Business-Type Activities</b>					
Direct Borrowing:					
Lease Liability	2025	0.46%	\$37,796 - \$37,968	110,037	75,764
Public Borrowing:					
Sewer Revenue Bonds, Series 2014	2045	3.00% - 5.00%	\$670,000 - \$2,665,000	32,255,000	26,915,000
Wastewater Revenue Bonds, Series 2019	2050	4.00% - 5.00%	\$2,520,000 - \$16,020,000	236,180,000	236,180,000
Wastewater Revenue Notes, Series 2021B	2025	5.00%	\$271,565,000	271,565,000	271,565,000
Wastewater Revenue Refunding Bonds, Series 2021A	2042	2.00% - 5.00%	\$530,000 - \$935,000	14,265,000	13,700,000
Total Business-Type Activities				<u>\$554,375,037</u>	<u>\$548,435,764</u>
<b>Fiduciary Funds</b>					
Public Borrowing:					
Tax Allocation Refunding Bonds, Series 2015A	2033	4.00% - 5.00%	\$530,000 - \$4,150,000	\$ 31,210,000	\$ 30,680,000
Tax Allocation Refunding Bonds, Series 2017A	2026	2.00% - 5.00%	\$2,425,000 - \$3,100,000	21,440,000	8,855,000
Total Successor Agency				<u>\$ 60,035,000</u>	<u>\$ 39,535,000</u>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities**

A summary of changes in the long-term liabilities of the governmental activities for the year ended June 30, 2023, is as follows:

	Balance July 1, 2022, as Restated	Debt Issued	Debt Retired	Balance June 30, 2023	Classification	
					Due within One Year	Due in More Than One Year
<b>Governmental Activities:</b>						
Bonds payable:						
General Obligation Refunding Bonds, Series 2013	\$ 16,140,000	\$ -	\$ (1,520,000)	\$ 14,620,000	\$ 1,590,000	\$ 13,030,000
plus: unamortized bond premium	1,269,968	-	(157,109)	1,112,859	-	1,112,859
Lease Revenue Bonds, Series 2007A	13,615,000	-	(480,000)	13,135,000	510,000	12,625,000
Revenue Refunding Bonds, Series 2018A	4,695,000	-	(495,000)	4,200,000	520,000	3,680,000
plus: unamortized bond premium	333,529	-	(47,087)	286,442	-	286,442
Total bonds payable	36,053,497	-	(2,699,196)	33,354,301	2,620,000	30,734,301
Advance payable to other government						
Advance payable to other government	43,845,000	-	(1,185,000)	42,660,000	1,230,000	41,430,000
plus: unamortized advance premium	7,399,795	-	(286,444)	7,113,351	-	7,113,351
Total advance payable to other government	51,244,795	-	(1,471,444)	49,773,351	1,230,000	48,543,351
Loans payable:						
CEC Streetlight Loan	2,013,305	-	(242,973)	1,770,332	245,364	1,524,968
PG&E - Energy Efficiency Retrofit Loans	2,866,265	-	(351,219)	2,515,046	351,219	2,163,827
Total loans payable	4,879,570	-	(594,192)	4,285,378	596,583	3,688,795
Lease liability	1,628,519	-	(575,112)	1,053,407	611,348	442,059
Subscription liability	1,429,398	2,862,579	(819,322)	3,472,655	713,391	2,759,264
<b>Total</b>	<b>\$ 95,235,779</b>	<b>\$ 2,862,579</b>	<b>\$ (6,159,266)</b>	<b>\$ 91,939,092</b>	<b>\$ 5,771,322</b>	<b>\$ 86,167,770</b>

**General Obligation Refunding Bonds, Series 2013**

On March 21, 2013, the City of San Mateo issued \$27,295,000 principal amount General Obligation Refunding Bonds (Library Improvement Project), Series 2013 (2013 Refunding Bonds). The proceeds of the 2013 Refunding Bonds were used to refund the 2000 and 2004A General Obligation Bonds. The 2000 and 2004A General Obligation Bonds were used to finance the construction, acquisition and improvement of a new main library and the improvement of the City's branch libraries. The General Obligation Refunding Bonds mature annually each August 1 through 2030, with installments ranging from \$1,520,000 to \$2,070,000. The interest on the Bonds is payable semi-annually on each February 1 and August 1, with coupons ranging from 3.0% to 4.0%.

The 2013 Refunding Bonds are secured by voter-approved, ad valorem property taxes. Annual principal and interest payments on the bonds are expected to require 100% percent of net revenues. Total principal and interest remaining to be paid on the 2013 Refunding Bonds is \$16,615,625. For the current year, principal and interest paid on the 2013 Refunding Bonds was \$2,041,250 and ad valorem property tax net revenues were \$2,666,670.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities (Continued)**

**General Obligation Refunding Bonds, Series 2013 (Continued)**

The annual debt service requirements on the 2013 General Obligation Refunding Bonds are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 1,590,000	\$ 459,050	\$ 2,049,050
2025	1,660,000	402,350	2,062,350
2026	1,720,000	351,650	2,071,650
2027	1,775,000	290,350	2,065,350
2028	1,860,000	217,650	2,077,650
2029-2030	6,015,000	274,575	6,289,575
<b>Total</b>	<b>\$ 14,620,000</b>	<b>\$ 1,995,625</b>	<b>\$ 16,615,625</b>

**Lease Revenue Bonds, Series 2007A**

On April 19, 2007, the City of San Mateo Joint Powers Financing Authority issued \$17,400,000 principal amount Variable Rate Demand Lease Revenue Bonds (Public Safety Project), Series 2007A (2007A Variable Rate Bonds). The proceeds of the 2007A Variable Rate Bonds contributed to the construction of a new police administration facility with a total project cost of \$58,500,000. Other sources of funding for this project included transient occupancy tax (hotel tax), redevelopment agency funds, sale of the existing police facility site, and General Fund contributions. The 2007A Variable Rate Bonds mature through April 1, 2039 with installments ranging from \$480,000 to \$1,195,000. The interest on the Bonds is payable monthly from the lease revenue to the Authority from the City. The interest rate on the Bonds is based on the weekly variable rate set by the remarketing agent, which can be no greater than 12% per annum. Weekly rates during the fiscal year varied from 0.58% to 3.70%, for an average weekly interest rate for the fiscal year of 2.05%. In addition, the letter of credit is with Wells Fargo and has an annual fee of 0.45%. The City also pays letter of credit (LOC) bank fees and remarketing agent fees on a quarterly basis. The remarketing agent is Stifel, Nicolaus & Co. and the annual remarketing fee has been 0.09% since 2007.

The City has elected to use the 2% transient occupancy tax (hotel tax) authorized by Measure C, backed by a General Fund lease, to pay the annual principal and interest payments on the bonds. For the current year, principal, interest and other debt expenses paid were \$802,263, while 2% transient occupancy tax revenues (TOT) were \$1,022,922, resulting in a net gain of \$220,658. This fund typically generated annual debt service coverage of 2:1, and the accumulated surplus of hotel tax revenues not needed for debt service serve as a built-in hedge against interest rate volatility. Variable rate debt requires that the City constantly monitors risk versus return and consider whether to retain this debt structure. Total principal and interest remaining to be paid on the 2007A Lease Revenue Bonds is \$13,135,000.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities (Continued)**

**Lease Revenue Bonds, Series 2007A (Continued)**

The annual principal requirements on these bonds are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 510,000	\$ -	\$ 510,000
2025	545,000	-	545,000
2026	580,000	-	580,000
2027	615,000	-	615,000
2028	655,000	-	655,000
2029-2033	3,905,000	-	3,905,000
2034-2038	5,130,000	-	5,130,000
2039	1,195,000	-	1,195,000
<b>Total</b>	<b>\$ 13,135,000</b>	<b>\$ -</b>	<b>\$ 13,135,000</b>

**Revenue Refunding Bonds, Series 2018A**

On May 1, 2018, the City of San Mateo Joint Powers Financing Authority issued \$6,050,000 in Revenue Refunding Bonds Series 2018A (2018A Revenue Bonds) to refinance the City of San Mateo Joint Powers Financing Authority Revenue Bonds, Refunding Series 2007B, which were issued to refinance the City of San Mateo Joint Powers Financing Authority Revenue Bonds, Series 1999 (issued to finance the construction and renovation of an 18-hole municipal golf course and appurtenant facilities). The refunding resulted in \$516,000 gross debt service (principal and interest) savings over 20 years, and an economic gain of \$420,000. The refunding resulted in an accounting deferred loss on refunding of \$163,957. The 2018A Revenue Bonds mature through August 1, 2029, with installments ranging from \$495,000 to \$665,000. The interest on the Bonds is payable semi-annually on each February 1 and August 1, and coupons range from 2.25% to 5% annually. The 2018A Revenue Bonds are payable solely from golf course facility lease revenue to the Authority. The 2018A Revenue Bonds are subject to early redemption provisions.

Prior to fiscal year 2018-19, the City funded the lease payments to the Authority from golf charges for services from the enterprise Golf Fund. Beginning fiscal year 2018-19, in recognition of the annual subsidy of golf operations from the City's General Fund, the City moved its enterprise Golf Fund to the General Fund as a sub-fund. As such, lease payments to the Authority are funded by the City's General Fund since 2018-19. Principal and interest paid for the current year and golf course facility lease gross revenues were \$666,225 and \$3,377,963, respectively. The total principal and interest remaining to be paid on the Bonds is \$4,689,262.

The annual debt service requirements on these bonds are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 520,000	\$ 145,850	\$ 665,850
2025	550,000	119,100	669,100
2026	575,000	90,975	665,975
2027	605,000	61,475	666,475
2028	635,000	39,206	674,206
2029-2030	1,315,000	32,656	1,347,656
<b>Total</b>	<b>\$ 4,200,000</b>	<b>\$ 489,262</b>	<b>\$ 4,689,262</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities (Continued)**

**Advance Payable to Other Government**

On February 27, 2020, the JPFA issued the 2020 Series A and B Lease Revenue Bonds utilizing a Lease-leaseback agreement between the JPFA and the City. The lease agreement required the JPFA to pay upfront for the right to use of the buildings and leasehold improvements, owned by the City, over a period of time corresponding to the JPFA's debt service requirement. The leaseback agreement required the City to make rental payments in amounts corresponding to the JPFA's debt services requirements and related costs. Per the implementation of GASB 87 *Leases*, the components of lease-leaseback agreements are to be netted in the financial statements, therefore the Authority will only record an advance receivable from other government for the amount to be paid back by the City for the upfront lease payment which reflects the present value of remaining future lease payments due to the JPFA. As of June 30, 2023, the City's advance payable to other government balance was \$42,660,000 with a remaining premium on advance balance of \$7,113,351. Total principal and interest remaining to be paid on the advance from other government is \$68,473,820.

The annual debt service requirements on the advance payable to other government are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 1,230,000	\$ 1,784,904	\$ 3,014,904
2025	1,285,000	1,734,124	3,019,124
2026	1,340,000	1,680,638	3,020,638
2027	1,395,000	1,624,313	3,019,313
2028	1,440,000	1,575,436	3,015,436
2029-2033	6,865,000	7,059,755	13,924,755
2034-2038	7,770,000	5,385,250	13,155,250
2039-2043	9,625,000	3,527,400	13,152,400
2044-2048	11,710,000	1,442,000	13,152,000
<b>Total</b>	<b>\$ 42,660,000</b>	<b>\$ 25,813,820</b>	<b>\$ 68,473,820</b>

**CEC Streetlight Loan**

On January 14, 2015, the City entered into a loan agreement with the State of California Energy Conservation and Development Commission in the amount of \$3,000,000 for the City-wide LED and High Voltage Conversion project. Loan funds are to be disbursed to the City on a reimbursement basis based on invoices submitted by the City for actual expenditures incurred for the project.

Semiannual payments due to the Energy Commission under this agreement are expected to be made from savings in energy costs or other available funds. The Loan accrues interest at a rate of 1.00% per annum on the unpaid principal computed from the date of each disbursement to the City.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities (Continued)**

**CEC Streetlight Loan (Continued)**

The annual debt service requirements for the CEC Streetlight Loan were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 245,364	\$ 17,138	\$ 262,502
2025	247,869	14,633	262,502
2026	250,354	12,148	262,502
2027	252,863	9,639	262,502
2028	255,381	7,121	262,502
2029-2030	518,501	6,501	525,002
<b>Total</b>	<b>\$ 1,770,332</b>	<b>\$ 67,180</b>	<b>\$ 1,837,512</b>

**PG&E – Energy Efficiency Retrofit Loans**

On February 24, 2020, the City modified the loan agreement with Pacific Gas and Electric Company in the amount of \$3,356,274 for the Sustainable Solutions Turnkey project. Loan funds are to be disbursed to the City on a reimbursement basis based on invoices submitted by the City for actual expenditures incurred for the project.

Monthly payments due under this agreement are expected to be made from savings in energy costs or other available funds. The loan does not accrue interest.

The annual debt service requirements for the Energy Efficiency Retrofit Loans were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 351,219	\$ -	\$ 351,219
2025	351,219	-	351,219
2026	351,219	-	351,219
2027	351,219	-	351,219
2028	351,219	-	351,219
2029-2031	758,951	-	758,951
<b>Total</b>	<b>\$ 2,515,046</b>	<b>\$ -</b>	<b>\$ 2,515,046</b>

**Lease Liability**

The City has entered into leases for building space and equipment use. The terms of the agreements range from 3 to 4 years. The calculated interest rate based on the length of the lease is 3.00%. As of June 30, 2023, the capitalized right-to-use assets related to leases were \$2,174,617 and the total lease liability was \$1,053,407, of which \$611,348 is reported as a current liability representing the amount due within the next fiscal year.

The annual debt service requirements for the lease liability were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 611,348	\$ 23,293	\$ 634,641
2025	442,059	5,449	447,508
<b>Total</b>	<b>\$ 1,053,407</b>	<b>\$ 28,742</b>	<b>\$ 1,082,149</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**B. Governmental Activities (Continued)**

**Subscription Liability**

The City has entered into subscription-based information technology arrangements (SBITAs) for services related to cloud-based software applications, data storage and management services. Under the terms of these arrangements, the City does not take possession of the software at any time and the vendor provides ongoing services for the software's operation. The subscription periods vary, with initial non-cancellable terms ranging from 3 to 10 years. The calculated interest rate used was between 1.71% and 3.14%, depending on the length of the SBITA and date of the agreement.

As of June 30, 2023, the capitalized right-to-use assets related to SBITAs were \$5,892,375 and the total subscription liability was \$3,472,655, of which \$713,391 is reported as a current liability representing the amount due within the next fiscal year.

The annual debt service requirements for the subscription liability were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 713,391	\$ 75,665	\$ 789,056
2025	623,855	60,103	683,958
2026	559,556	46,164	605,720
2027	309,519	34,413	343,932
2028	319,224	27,711	346,935
2029-2033	947,110	47,938	995,048
<b>Total</b>	<b>\$ 3,472,655</b>	<b>\$ 307,043</b>	<b>\$ 3,764,649</b>

**C. Business-Type Activities**

A summary of changes in the long-term liabilities of the business-type activities for the year ended June 30, 2023, is as follows:

	Balance July 1, 2022	Debt Issued	Debt Retired	Balance June 30, 2023	Classification	
					Due within One Year	Due in More Than One Year
Business-Type Activities:						
Bonds payable:						
Sewer Revenue Bonds, Series 2014	\$ 28,090,000	\$ -	\$ (1,175,000)	\$ 26,915,000	\$ 1,235,000	\$ 25,680,000
plus: unamortized bond premium	1,665,126	-	(75,688)	1,589,438	-	1,589,438
Wastewater Revenue Bonds, Series 2019	236,180,000	-	-	236,180,000	-	236,180,000
plus: unamortized bond premium	42,213,024	-	(1,618,391)	40,594,633	-	40,594,633
Wastewater Revenue Notes, Series 2021B	271,565,000	-	-	271,565,000	-	271,565,000
plus: unamortized bond premium	37,905,720	-	(12,635,241)	25,270,479	-	25,270,479
Wastewater Revenue Refunding Bonds, Series 2021A	14,265,000	-	(565,000)	13,700,000	630,000	13,070,000
plus: unamortized bond premium	3,495,781	-	(174,789)	3,320,992	-	3,320,992
Total bonds payable	635,379,651	-	(16,244,109)	619,135,542	1,865,000	617,270,542
Lease liability	-	110,037	(34,273)	75,764	37,796	37,968
Total	\$ 635,379,651	\$ 110,037	\$ (16,278,382)	\$ 619,211,306	\$ 1,902,796	\$ 617,308,510



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 7 – Long-Term Liabilities (Continued)**

**C. Business-Type Activities (Continued)**

**Sewer Revenue Bonds, Series 2014A**

On July 2, 2014, the City of San Mateo issued Sewer Revenue Bonds, Series 2014A (Series 2014A Bonds), totaling \$32,255,000. The purpose was to refund the City's outstanding Sewer Revenue Bonds, Series 2003, and finance various improvements to the City's municipal sewer enterprise.

The Series 2014A Bonds mature through August 1, 2044, with installments ranging from \$670,000 to \$2,665,000. The interest on the Series 2014A Bonds is payable semi-annually on February 1 and August 1 of each year, with coupons ranging from 3.00% to 5.00%. The Series 2014A Bonds are payable solely from net revenues received by the City from the operation of the sewer enterprise and certain funds and accounts held under the Indenture. Total principal and interest remaining to be paid on the Bonds is \$39,555,750.

The annual debt service requirements on the Series 2014A Bonds are as follows:

<b>Year Ending</b>				
<b>June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
2024	\$ 1,235,000	\$ 1,056,190	\$ 2,291,190	
2025	1,300,000	992,815	2,292,815	
2026	1,365,000	926,190	2,291,190	
2027	1,435,000	856,190	2,291,190	
2028	1,510,000	782,565	2,292,565	
2029-2033	4,390,000	3,335,900	7,725,900	
2034-2038	4,110,000	2,678,206	6,788,206	
2039-2043	6,345,000	1,801,594	8,146,594	
2044-2045	5,225,000	211,100	5,436,100	
<b>Total</b>	<b>\$ 26,915,000</b>	<b>\$ 12,640,750</b>	<b>\$ 39,555,750</b>	

**Wastewater Revenue Bonds, Series 2019**

In June of 2019, the City of San Mateo and the Estero Municipal Improvement District/City of Foster City jointly issued the 2019 Series Wastewater Revenue Bonds in the amount of \$270,000,000 (2019 Wastewater Bonds) through a joint powers financing authority, San Mateo-Foster City Public Financing Authority (Authority). Of the total issuance amount, the City is responsible for \$236,180,000. Interest payments are payable semi-annually on February 1 and August 1, commencing February 1, 2020. The bonds mature through August 1, 2049, and bear interest at the rate of 4.00% - 5.00%. The issuance resulted in a bond premium of \$53,780,407, of which the City's share was \$47,201,120.

Interest payments and revenue bond retirements are serviced by the revenues generated by the City of San Mateo Sewer Enterprise Fund and the Foster City/Estero Municipal Improvement District Wastewater Enterprise Fund pursuant to a reimbursement agreement. The City's total principal and interest remaining to be paid on the bonds is \$424,107,725.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**C. Business-Type Activities (Continued)**

**Wastewater Revenue Bonds, Series 2019 (Continued)**

The annual debt service requirements on the 2019 Wastewater Bonds were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ -	\$ 10,947,250	\$ 10,947,250
2025	-	10,947,250	10,947,250
2026	2,520,000	10,884,250	13,404,250
2027	3,650,000	10,730,000	14,380,000
2028	4,830,000	10,518,000	15,348,000
2029-2033	31,575,000	48,360,375	79,935,375
2034-2038	42,910,000	39,187,150	82,097,150
2039-2043	53,460,000	28,649,825	82,109,825
2044-2048	65,975,000	16,121,125	82,096,125
2049-2050	31,260,000	1,582,500	32,842,500
<b>Total</b>	<b>\$ 236,180,000</b>	<b>\$ 187,927,725</b>	<b>\$ 424,107,725</b>

**Wastewater Revenue Notes, Series 2021B**

On July 1, 2021, the Authority issued the 2021 Series Wastewater Revenue Note in the amount of \$62,760,000 and \$271,565,000 respectively. The 2021B Notes were issued to costs of the Wastewater Treatment Plant (WWTP) capital improvements. Of the total issuance amount, the City is responsible for \$271,565,000. Interest payments are payable semi-annually on February 1 and August 1, commencing February 1, 2022. The bonds mature through August 1, 2025, and bear interest at the rate of 5.00%. The issuance resulted in a bond premium of \$62,249,468, of which the City's share was \$50,540,962.

The annual debt service requirements for the Series 2021B Notes were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ -	\$ 13,578,250	\$ 13,578,250
2025	-	13,578,250	13,578,250
2026	271,565,000	6,789,125	278,354,125
<b>Total</b>	<b>\$ 271,565,000</b>	<b>\$ 33,945,625</b>	<b>\$ 305,510,625</b>

**Wastewater Revenue Refunding Bonds, Series 2021A**

On July 1, 2021, the Authority issued the 2021 Series A Wastewater Revenue Refunding Bonds in the amount of \$14,265,000. The Bonds were issued to refund the City of San Mateo's 2011 Series A Bonds, which provided an arbitrage yield of 0.465% and \$7.4 million in PV debt service savings. The aggregate difference between the remaining debt service requirements of the 2011A Bonds and the Revenue Refunding Bonds at the time of refunding was \$634,014.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 7 – Long-Term Liabilities (Continued)**

**C. Business-Type Activities (Continued)**

**Wastewater Revenue Refunding Bonds, Series 2021A (Continued)**

The Series 2021A Bonds mature annually each August 1 through 2041, with installments ranging from \$530,000 to \$935,000. Interest payments are payable semi-annually on February 1 and August 1, commencing February 1, 2022. The bonds mature through August 1, 2041, and bear interest at the rate of 1.55-5.00%. The issuance resulted in a bond premium of \$3,670,571. The Series 2021A Bonds are payable solely from net revenues received by the City from the operation of the sewer enterprise and certain funds and accounts held under the Indenture. Total principal and interest remaining to be paid on the Bonds is \$19,576,175.

The annual debt service requirements for the Series 2021A Bonds were as follows:

<b>Year Ending</b>			
<b>June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 630,000	\$ 609,300	\$ 1,239,300
2025	660,000	577,050	1,237,050
2026	690,000	543,300	1,233,300
2027	730,000	507,800	1,237,800
2028	770,000	470,300	1,240,300
2029-2033	3,105,000	1,850,875	4,955,875
2034-2038	3,600,000	1,061,775	4,661,775
2039-2042	3,515,000	255,775	3,770,775
<b>Total</b>	<b>\$ 13,700,000</b>	<b>\$ 5,876,175</b>	<b>\$ 19,576,175</b>

**Treatment of Revenue Bonds in Aggregate**

The City has covenanted in the indenture, to the maximum extent permitted by law, to set rates and charges for the service and facilities of the Sewer Enterprise sufficient to provide net revenues each fiscal year equal to 120% of the aggregate annual amount of principal and interest due on all parity obligations for such fiscal year and sufficient to provide net revenues each fiscal year equal to at least 100% of the aggregate amount of principal and interest due on all parity obligations and subordinate obligations for such fiscal year.

There are four revenue bonds/notes secured by revenues received from the operation of the Sewer Enterprise: Series 2014A Sewer bonds, 2019 Wastewater bonds, 2021 Wastewater notes, and 2021 Wastewater bonds. Annual principal and interest payments on the three bonds are expected to require 20% of net revenues. For the current year, principal and interest paid on the Series 2014A Sewer bonds was \$2,291,440, on the 2019 Wastewater bonds was \$10,947,250, on the 2021 Wastewater notes was \$13,578,250, and on the 2021 Wastewater bonds was \$1,195,700. Sewer services net revenues were \$61,077,089.

**Lease Liability**

The City has entered into a lease for equipment use. The terms of the agreements was for 3 years. The calculated interest rate based on the length of the lease was 0.46 percent. As of June 30, 2023, the capitalized right-to-use assets related to leases were \$110,037 and the total lease liability was \$75,764, of which \$37,796 is reported as a current liability representing the amount due within the next fiscal year.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

**C. Business-Type Activities (Continued)**

**Lease Liability (Continued)**

The annual debt service requirements for the lease liability were as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 37,796	\$ 267	\$ 38,063
2025	37,968	94	38,062
<b>Total</b>	<b>\$ 75,764</b>	<b>\$ 361</b>	<b>\$ 76,125</b>

**D. Fiduciary Funds Private Purpose Trust Funds - Successor Agency to the Redevelopment Agency of the City of San Mateo**

A summary of changes in the long-term liabilities of the fiduciary fund financial statements for the year ended June 30, 2023, is as follows:

	<b>Balance July 1, 2022</b>	<b>Debt Issued</b>	<b>Debt Retired</b>	<b>Balance June 30, 2023</b>	<b>Classification</b>	
					<b>Due within One Year</b>	<b>Due in More Than One Year</b>
<b>Fiduciary Activities:</b>						
Bonds payable:						
Tax Allocation Refunding Bonds, Series 2015A	\$ 31,210,000	\$ -	\$ (530,000)	\$ 30,680,000	\$ 1,265,000	\$ 29,415,000
plus: unamortized bond premium	1,823,407	-	(182,340)	1,641,067	-	1,641,067
Tax Allocation Refunding Bonds, Series 2015B	695,000	-	(695,000)	-	-	-
Tax Allocation Refunding Bonds, Series 2017A	11,530,000	-	(2,675,000)	8,855,000	2,810,000	6,045,000
plus: unamortized bond premium	1,287,220	-	(417,477)	869,743	-	869,743
Total bonds payable	46,545,627	-	(4,499,817)	42,045,810	4,075,000	37,970,810
<b>Total</b>	<b>\$ 46,545,627</b>	<b>\$ -</b>	<b>\$ (4,499,817)</b>	<b>\$ 42,045,810</b>	<b>\$ 4,075,000</b>	<b>\$ 37,970,810</b>

**Tax Allocation Refunding Bonds, Series 2015A**

On August 5, 2015, the Successor Agency of the Redevelopment Agency of the City of San Mateo issued \$31,210,000 principal amount Tax Allocation Refunding Bonds, Series 2015A (2015A Refunding Bonds). The proceeds of the 2015A Refunding Bonds were used to advance refund the Merged Area Tax Allocation Bonds, Series 2005A Bonds. The 2015A Refunding Bonds are tax-exempt. The 2015A Refunding Bonds mature through August 1, 2032, with installments ranging from \$530,000 to \$4,150,000. The interest on the 2015A Refunding Bonds is payable semi-annually on each February 1 and August 1, with coupon rates ranging from 4.00% to 5.00%. The 2015A Refunding Bonds are subject to early redemption provisions. Total principal and interest remaining to be paid on the Bonds is \$39,266,925.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 7 – Long-Term Liabilities (Continued)**

***D. Fiduciary Funds Private Purpose Trust Funds - Successor Agency to the Redevelopment Agency of the City of San Mateo (Continued)***

**Tax Allocation Refunding Bonds, Series 2015A (Continued)**

The annual debt service requirements on the 2015A Refunding Bonds are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 1,265,000	\$ 1,427,550	\$ 2,692,550
2025	1,325,000	1,375,750	2,700,750
2026	1,375,000	1,321,750	2,696,750
2027	3,840,000	1,198,250	5,038,250
2028	4,025,000	1,001,625	5,026,625
2029-2033	18,850,000	2,262,000	21,112,000
<b>Total</b>	<b>\$ 30,680,000</b>	<b>\$ 8,586,925</b>	<b>\$ 39,266,925</b>

**Tax Allocation Refunding Bonds, Series 2015B**

On August 5, 2015, the Successor Agency of the Redevelopment Agency of the City of San Mateo issued \$7,385,000 principal amount Tax Allocation Refunding Bonds, Series 2015B (2015B Refunding Bonds). The proceeds of the 2015B Refunding Bonds were used to advance refund the Merged Area Housing Set- Aside Tax Allocation Bonds, Series 2005A Bonds. The 2015B Refunding Bonds are federally taxable. The 2015B Refunding Bonds mature through August 1, 2022, with installments ranging from \$695,000 to \$1,185,000. The interest on the 2015B Refunding Bonds is payable semi-annually on each February 1 and August 1, with coupon rates ranging from 3.60% to 3.90%. The 2015B Refunding Bonds are subject to early redemption provisions. The 2015B Refunding Bonds were paid in full as of June 30, 2023.

**Tax Allocation Refunding Bonds, Series 2017A**

On October 17, 2017, the Successor Agency of the Redevelopment Agency of the City of San Mateo issued \$21,440,000 principal amount Tax Allocation Refunding Bonds, Series 2017A (2017A Refunding Bonds). The proceeds of the 2017A Refunding Bonds were used to advance refund the tax-exempt Merged Area Tax Allocation Refunding Bonds, Series 2007A. The 2017A Refunding Bonds are tax-exempt. The 2017A Refunding Bonds mature through August 1, 2025, with installments ranging from \$2,425,000 to \$3,100,000. The interest on the 2017A Refunding Bonds is payable semi-annually on each February 1 and August 1, with coupon rates of 5.00%. The 2017A Refunding Bonds are subject to early redemption provisions. Total principal and interest remaining to be paid on the Bonds is \$9,533,625.

The annual debt service requirements on the 2017A Refunding Bonds are as follows:

<b>Year Ending June 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024	\$ 2,810,000	\$ 372,500	\$ 3,182,500
2025	2,945,000	228,625	3,173,625
2026	3,100,000	77,500	3,177,500
<b>Total</b>	<b>\$ 8,855,000</b>	<b>\$ 678,625</b>	<b>\$ 9,533,625</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 7 – Long-Term Liabilities (Continued)**

***D. Fiduciary Funds Private Purpose Trust Funds - Successor Agency to the Redevelopment Agency of the City of San Mateo (Continued)***

**Pledged Revenues**

Tax Allocation Bonds held by the Successor Agency of the Redevelopment Agency of the City of San Mateo are secured by property tax revenues. For the current year, principal and interest paid on the Series 2015A, 2015B, and 2017A, Tax Allocation Bonds were \$1,993,450, 708,553, and 3,184,625, respectively and Redevelopment Agency Property Tax Trust Fund distributions were \$5,990,600.

**Note 8 – Special Assessment Debt with No City Commitment**

The City issued special tax and assessment bonds on behalf of property owners, pursuant to the Improvement Bond Act of 1915 and the Mello-Roos Community Facilities Act of 1982, to finance the acquisition and construction of certain infrastructure improvements within the assessment districts and community facilities districts.

The City of San Mateo has authorized the formation of the Bay Meadows Community Facilities District No. 2008-1 (Bay Meadows CFD), acting through its eligible landowner voters, and the issuance of bonds under the public improvement act (Mello-Roos Community Facilities Act of 1982) of the State of California to finance eligible public facilities necessary to serve developing commercial, industrial, residential and/or mixed use developments. The bonds are secured by annual special tax levies or liens placed on the property within the district.

The City of San Mateo is not liable for repayment and acts only as an agent for the property owners in collecting the special taxes or assessments, forwarding the collections to bondholders, and initiating foreclosure proceedings when necessary. These bonds are payable solely from special taxes or assessments, specific reserves, and the proceeds from property foreclosures to be levied by the Bay Meadows CFD. The City is the collecting and paying agent for the debt, but has no direct or contingent liability for the payment of this debt. Accordingly, the special tax bonds are not reported as liabilities in the City's basic financial statements.

Noncommittal debt amounts issued and outstanding at June 30, 2023 are as follows:

	Original Amount	Outstanding Balance June 30, 2023
CFD 2008-1, Series Special Tax Bonds Refunding Bonds Series 2022	\$ 72,345,000	\$ 72,345,000

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 9 – Compensated Absences**

Employees accrue vacation, annual leave, earned time off, and holiday leave up to certain maximums, based on the employee's bargaining unit. Employees may elect to be paid a portion of these leaves at various times according to the applicable Memorandum of Understanding. Sick leave may be accumulated without limit. Sick leave may be paid upon retirement up to 50% of accumulated balance up to 960 hours with the maximum payout not to exceed 480 hours.

**A. Governmental Activities**

A summary of changes in the compensated absences balances for the governmental activities for the year ended June 30, 2023 is as follows:

				Balance June 30, 2023	Classification	
	Balance July 1, 2022	Additions	Deletions		Due within One Year	Due in More Than One Year
Compensated absences	\$ 8,103,799	\$ 7,196,341	\$ (7,306,306)	\$ 7,993,834	\$ 879,322	\$ 7,114,512
<b>Total</b>	<b>\$ 8,103,799</b>	<b>\$ 7,196,341</b>	<b>\$ (7,306,306)</b>	<b>\$ 7,993,834</b>	<b>\$ 879,322</b>	<b>\$ 7,114,512</b>

Compensated absences in the governmental activities generally liquidate to the General Fund.

**B. Business-Type Activities**

A summary of changes in the compensated absences balances for the business-type activities for the year ended June 30, 2023 is as follows:

				Balance June 30, 2023	Classification	
	Balance July 1, 2022	Additions	Deletions		Due within One Year	Due in More Than One Year
Compensated absences	\$ 1,072,259	\$ 1,245,003	\$ (1,208,937)	\$ 1,108,325	\$ 121,916	\$ 986,409
<b>Total</b>	<b>\$ 1,072,259</b>	<b>\$ 1,245,003</b>	<b>\$ (1,208,937)</b>	<b>\$ 1,108,325</b>	<b>\$ 121,916</b>	<b>\$ 986,409</b>

Compensated absences in the business-type activities are obligations of the Sewer Fund.

**Note 10 – Landfill Closure**

The City is responsible for closing the East Third Avenue Waste Disposal and Landfill site in accordance with the California Code of Regulations under the jurisdiction of the California Integrated Waste Management Board. In fiscal year 1992, the City developed a Closure Plan that in management's view will meet all regulatory requirements. As stated in the California Code of Regulations, Division 2 Title 27 Article 2 Section 21180, "a) the landfill shall be maintained and monitored for a period of not less than thirty (30) years after the completion of closure of the entire solid waste landfill." The landfill is at capacity and inactive, and final closure occurred in FY 2005-06.

As of June 30, 2023, the estimated amount of \$1,668,873 has been recorded as Landfill Post-Closure Costs Payable in the Government-Wide Financial Statements.

				Balance June 30, 2023	Classification	
	Balance July 1, 2022	Additions	Deletions		Due within One Year	Due in More Than One Year
Landfill closure and post-closure costs payable	\$ 1,559,695	\$ 213,158	\$ (103,980)	\$ 1,668,873	\$ 111,258	\$ 1,557,615

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans**

**A. Summary**

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>Deferred outflows of resources:</b>			
Pension contribution made after measurement date:			
CalPERS Miscellaneous	\$ 8,625,854	2,057,641	\$ 10,683,495
CalPERS Safety	16,292,527	-	16,292,527
Total pension contribution made after measurement date	24,918,381	2,057,641	26,976,022
Change in assumptions			
CalPERS Miscellaneous	4,313,383	1,028,929	5,342,312
CalPERS Safety	7,443,621	-	7,443,621
Total change in assumptions	11,757,004	1,028,929	12,785,933
Projected earnings on pension plan investments in excess of actual earnings:			
CalPERS Miscellaneous	9,132,258	2,178,440	11,310,698
CalPERS Safety	14,131,827	-	14,131,827
Total projected earnings on pension plan investments in excess of actual earnings	23,264,085	2,178,440	25,442,525
Difference between expected and actual experience			
CalPERS Safety	1,049,603	-	1,049,603
Total difference between expected and actual experience	1,049,603	-	1,049,603
Total deferred outflows of resources			
CalPERS Miscellaneous	22,071,495	5,265,010	27,336,505
CalPERS Safety	38,917,578	-	38,917,578
Total deferred outflows of resources	\$ 60,989,073	\$ 5,265,010	\$ 66,254,083
<b>Net pension liability:</b>			
CalPERS Miscellaneous	\$ 73,877,307	\$ 17,622,949	\$ 91,500,256
CalPERS Safety	187,256,492	-	187,256,492
Total net pension liability	\$ 261,133,799	\$ 17,622,949	\$ 278,756,748



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**A. Summary (Continued)**

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>Deferred inflows of resources:</b>			
Actual earnings on pension plan investments in excess of projected earnings:			
CalPERS Miscellaneous	\$ 1,175,667	\$ 280,448	\$ 1,456,115
Total actual earnings on pension plan investments in excess of projected earnings	1,175,667	280,448	1,456,115
Total deferred inflows of resources			
CalPERS Miscellaneous	1,175,667	280,448	1,456,115
Total deferred inflows of resources	\$ 1,175,667	\$ 280,448	\$ 1,456,115
<b>Pension expenses:</b>			
CalPERS Miscellaneous	\$ 9,035,957	\$ 2,155,469	\$ 11,191,426
CalPERS Safety	25,157,777	-	25,157,777
Total net pension expenses	\$ 34,193,734	\$ 2,155,469	\$ 36,349,203

**B. General Information about Pension**

**Plan Description**

Substantially all City employees working the equivalent of 1,000 hours per fiscal year are eligible to participate in the Miscellaneous or Safety Agent multiple-employer defined benefit plan administered by California Public Employees Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit Provisions under the Plans are established by State statutes within the Public Employee's Retirement Law. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office – 400 P Street, Sacramento, CA 95814.

**Employees Covered**

At June 30, 2022, the measurement date, the following employees were covered by the benefit terms for the Plan:

	<b>Miscellaneous Plan</b>	<b>Safety Plan</b>	<b>Total</b>
Active employees	354	110	464
Transferred and terminated employees	441	189	630
Retired employees and beneficiaries	659	397	1056
<b>Total</b>	1454	696	2150

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Benefits Provided**

CalPERS provide retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Classic CalPERS member becomes eligible for service retirement upon attainment of age 55 with at least 5 years of credited service. PEPRAs miscellaneous members become eligible for service retirement upon attainment of age 62 with at least 5 years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the monthly average of the member's highest 36 full-time equivalent monthly pay.

Following are the benefit provisions for each plan:

Hire Date	Miscellaneous Plan	Safety Plan
Benefit formula	2.0% @ 55	3% @ 50
Benefit vesting schedule	5 years service	5 years service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	50
Monthly benefits, as a % of eligible compensation	2.0%	3.000%
Required employee contribution rates for Classic members	8.00%	9.00%
Required employer contribution rates	9.050%	19.480%
Final Annual Compensation	1 year	1 year

On January 1, 2013, the Public Employee Pension Reform Act (PEPRA) went into effect. This State law applies to employees hired on or after January 1, 2013 who are new to Public Employee Retirement Systems (PERS). These employees are termed PEPRA members and employees that were enrolled in PERS (without significant separation) prior to January 1, 2013 are now referred to as classic members. PEPRA miscellaneous members will be enrolled in a 2% at 62 plan and PEPRA safety members will be enrolled in a 2.7% at 57 plan. PEPRA members will be required to pay half the normal cost of their plans.

**Contributions**

Section 20814(C) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year (normal cost), with additional amount to finance any unfunded accrued liability (UAL). The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2022 (the measurement date), the average active employee contribution rate is 8 percent of annual pay for the Miscellaneous Plan and 9 percent of annual pay for the Safety Plan, and employer contribution rate is 28.63 percent of annual payroll for the Miscellaneous Plan and 104.06 percent of annual payroll for the Safety Plan. Of note, the pension liability for the service years of former City employees that transferred to the San Mateo Consolidated Fire Department remains with the City, thus the UAL as a percentage of payroll is higher, as the UAL is relative to the remaining Safety Plan members (Police Department employees). As of June 30, 2022, in the opinion of City Administration, there were no additional outstanding matters that would have a significant effect on the financial position of the City.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Contributions (Continued)**

For the year ended June 30, 2023, the plan's contributions made for the Plan was as follows:

	Miscellaneous Plan	Safety Plan
Contributions - employer	\$ 10,683,495	\$ 16,292,527

**Net Pension Liability**

The City's net pension liability is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of the Plan is measured as of June 30, 2022, using an annual actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown as follows.

**Actuarial Assumptions**

The total pension liabilities in the June 30, 2021 actuarial valuations were determined using the following actuarial assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirement of GASB
Actuarial Assumptions:	
Discount Rate	6.90%
Inflation	2.30%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	7.00%
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds. The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale MP-2020.
Post Retirement Benefit Increase	Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2021 valuation were based on the results of December 2021 actuarial experience study for the period 2001 to 2019. Further details of the Experiences Study can be found on the CalPERS website.

**Discount Rate**

In determining the long-term expected rate of return, CalPERS took into account, both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the 20 years using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Discount Rate (Continued)**

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<b>Asset Class</b>	<b>Assumed Asset Allocation</b>	<b>Real Return <sup>1,2</sup></b>
Global equity - cap-weighted	30.00%	4.54%
Global equity - non-cap-weighted	12.00%	3.84%
Private equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-backed securities	5.00%	0.50%
Investment grade corporates	10.00%	1.56%
High yield	5.00%	2.27%
Emerging market debt	5.00%	2.48%
Private debt	5.00%	3.57%
Real assets	15.00%	3.21%
Leverage	-5.00%	-0.59%

<sup>1</sup> An expected inflation of 2.30% was used for this period.

<sup>2</sup> Figures are based on the 2021 Asset Liability Management study.

The discount rate used to measure the total pension liability was 6.90% for the plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 6.90% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 6.90% is applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report called “GASB Crossover Testing Report” that can be obtained from the CalPERS website under the GASB 68 Section.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City’s net pension liability, calculated using the discount rate, as well as what the City’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	<b>Plan's Aggregate Net Pension Liability/(Asset)</b>		
	<b>Discount Rate - 1% (5.90%)</b>	<b>Current Discount Rate (6.90%)</b>	<b>Discount Rate + 1% (7.90%)</b>
Miscellaneous Plan	\$ 131,984,888	\$ 91,500,256	\$ 57,959,770
Safety Plan	\$ 249,964,745	\$ 187,256,492	\$ 135,871,598

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Changes in the Net Pension Liability**

The following table shows the changes in net pension liability recognized over the measurement period:

<b>Miscellaneous Plan</b>			
	<b>Total Pension Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net Pension Liability</b>
Balance at June 30, 2021 (Valuation Date)	\$ 302,772,445	\$ 251,113,178	\$ 51,659,267
Changes in the year:			
Service cost	5,860,301	-	5,860,301
Interest on the total pension liabilities	20,961,702	-	20,961,702
Changes in assumptions	8,484,848	-	8,484,848
Differences between expected and actual experience	(1,978,041)	-	(1,978,041)
Benefit payments, including refunds of members contributions	(16,833,252)	(16,833,252)	-
Contributions - employer	-	9,953,731	(9,953,731)
Contributions - employee	-	2,557,263	(2,557,263)
Net investment income	-	(18,866,744)	18,866,744
Administrative expenses	-	(156,429)	156,429
Net changes	16,495,558	(23,345,431)	39,840,989
Balance at June 30, 2022 (Measurement Date)	\$ 319,268,003	\$ 227,767,747	\$ 91,500,256

<b>Safety Plan</b>			
	<b>Total Pension Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net Pension Liability</b>
Balance at June 30, 2021 (Valuation Date)	\$ 443,656,814	\$ 318,144,969	\$ 125,511,845
Changes in the year:			
Service cost	4,815,965	-	4,815,965
Interest on the total pension liabilities	31,147,674	-	31,147,674
Changes in assumptions	15,714,311	-	15,714,311
Differences between expected and actual experience	2,215,829	-	2,215,829
Benefit payments, including refunds of members contributions	(25,158,731)	(25,158,731)	-
Contributions - employer	-	14,717,993	(14,717,993)
Contributions - employee	-	1,709,770	(1,709,770)
Net investment income	-	(24,080,446)	24,080,446
Administrative expenses	-	(198,185)	198,185
Net changes	28,735,048	(33,009,599)	61,744,647
Balance at June 30, 2022 (Measurement Date)	\$ 472,391,862	\$ 285,135,370	\$ 187,256,492

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For the year ended June 30, 2023, the City recognized pension expense in the amount of \$11,191,426 and \$25,157,777 for the miscellaneous and safety plans, respectively.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

The Expected Average Remaining Service Lifetime (“EARS�”) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. For the Miscellaneous Plan, the EARS� for the Miscellaneous Plan for the 2021-22 measurement period is 2.7 years, which was obtained by dividing the total service years of 3,805 (the sum of remaining service lifetimes of the active employees) by 1,404 (the total number of participants: active, inactive, and retired). For the Safety Plan, the EARS� for the 2021-22 measurement period is 1.9 years, which was obtained by dividing the total service years of 1,332 (the sum of remaining service lifetimes of the active employees) by 686 (the total number of participants: active, inactive, and retired).

At June 30, 2023 the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b>Miscellaneous Plan</b>		
	<b>Deferred outflows of Resources</b>	<b>Deferred inflows of Resources</b>
Pension contributions made subsequent to measurement date	\$ 10,683,495	\$ -
Difference between projected and actual earning on pension plan investments	11,310,698	-
Changes in assumptions	5,342,312	-
Differences between expected and actual experience	-	(1,456,115)
<b>Total</b>	<b>\$ 27,336,505</b>	<b>\$ (1,456,115)</b>
<b>Safety Plan</b>		
	<b>Deferred outflows of Resources</b>	<b>Deferred inflows of Resources</b>
Pension contributions made subsequent to measurement date	\$ 16,292,527	\$ -
Difference between projected and actual earning on pension plan investments	14,131,827	-
Changes in assumptions	7,443,621	-
Differences between expected and actual experience	1,049,603	-
<b>Total</b>	<b>\$ 38,917,578</b>	<b>\$ -</b>
<b>Total</b>		
	<b>Deferred outflows of Resources</b>	<b>Deferred inflows of Resources</b>
Pension contributions made subsequent to measurement date	\$ 26,976,022	\$ -
Difference between projected and actual earning on pension plan investments	25,442,525	-
Changes in assumptions	12,785,933	-
Differences between expected and actual experience	1,049,603	(1,456,115)
<b>Total</b>	<b>\$ 66,254,083</b>	<b>\$ (1,456,115)</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 11 – Pension Plans (Continued)**

**B. General Information about Pension (Continued)**

**Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)**

For the General Information about Pension, for the Miscellaneous and Safety Plans, \$10,683,495 and \$16,292,527, respectively, was reported as deferred outflows of resources related to pensions resulting from City's contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Measurement Period Ended June 30,	Deferred Outflows/(Inflows) of Resources		Total
	Miscellaneous Plan	Safety Plan	
2023	\$ 3,970,496	\$ 10,680,389	\$ 14,650,885
2024	3,269,493	1,941,792	5,211,285
2025	750,747	859,754	1,610,501
2026	7,206,159	9,143,116	16,349,275
2027	-	-	-
Thereafter	-	-	-
	<u>\$ 15,196,895</u>	<u>\$ 22,625,051</u>	<u>\$ 37,821,946</u>

**Pension Plan Fiduciary Net Position**

Detailed information about the plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**C. Social Security**

Total contributions to Social Security for all City employees during the year ended June 30, 2023 amounted to \$2,369,402 of which the City paid \$2,369,402.

The Omnibus Budget Reconciliation Act of 1990 (OBRA) mandates that public sector employees who are not members of their employer's existing retirement system as of January 1, 1992 be covered by either Social Security or an alternative plan.

The City's part-time, seasonal and temporary employees are covered under an alternative savings plan, which requires these employees and the City to each contribute 3.75% of the employees' pay for a total of 7.50%.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 12 – Other Postemployment Benefits**

**A. Summary**

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>Deferred outflows of resources:</b>			
OPEB contribution made after measurement date	\$ 1,030,038	\$ 152,962	\$ 1,183,000
Net difference between projected and actual earnings of OPEB Plan investments	600,643	89,196	689,839
Total deferred outflows of resources	<u>\$ 1,630,681</u>	<u>\$ 242,158</u>	<u>\$ 1,872,839</u>
<b>Net OPEB Liability</b>	<u>\$ 7,337,672</u>	<u>\$ 1,089,651</u>	<u>\$ 8,427,323</u>
<b>Deferred inflows of Resources:</b>			
Difference between expected and actual experience	\$ 1,278,630	\$ 189,879	\$ 1,468,509
Change in assumptions	182,789	27,146	209,935
Total deferred inflows of resources	<u>\$ 1,461,419</u>	<u>\$ 217,025</u>	<u>\$ 1,678,444</u>
<b>OPEB Expense</b>	<u>\$ 200,753</u>	<u>\$ 29,812</u>	<u>\$ 230,565</u>

**B. General Information about OPEB**

**Plan Description**

The City administers a single-employer defined benefit post-employment healthcare plan. Merit employees who retire directly from the City under CalPERS at the minimum age 50 with at least 5 years of CalPERS service (or disability) are eligible to receive \$160 per month for medical insurance premiums paid to CalPERS. This same benefit may continue to a surviving spouse depending on the retirement plan election. As of June 30, 2022, there were 374 retirees receiving post-employment health care benefits from the City.

**Employees Covered**

As of the July 1, 2021 actuarial valuation, the following current and former employees were covered by the benefit terms:

Active employees	463
Inactive employees or beneficiaries currently receiving benefits	374
Inactive employees entitled to, but not yet receiving benefits	233
Total	<u>1,070</u>

**Contribution**

Beginning in the fiscal year 2012-13, the City pre-funds the Plan through California Employers' Retiree Benefit Trust (CERBT) by contributing the City's Actuarially Determined Contribution (ADC) every year. For the measurement period 2021-22, the City contributed \$809,000.



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 12 – Other Postemployment Benefits (Continued)**

***B. General Information about OPEB (Continued)***

**Contribution (Continued)**

CERBT is a tax qualified irrevocable trust, organized under Internal Revenue Code (IRC) Section 115, established to prefund retirement health benefits. The CERBT issues a publicly available financial report that included financial statements and required supplementary information for the City, not individualizing, but in aggregate with the other CERBT participants. That report may be obtained by contacting CalPERS.

***C. Net OPEB Liability, OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB***

The City's net OPEB liability was measured as of June 30, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2021.

**Actuarial Assumptions**

The total OPEB liability, measured as of June 30, 2022, was determined using the following actuarial assumptions:

**Actuarial Assumptions**

Actuarial Valuation Date	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost, Level % of pay
Asset Valuation Method	Market Value
Inflation	2.50%
Payroll Growth	2.75%
Salary Increases	Aggregate - 2.75% annually
	Merit - CalPERS 2000-2019 Experience Study
Contribution Policy	Contributes full ADC
Discount Rate	6.25%
Mortality, Retirement, Disability, Termination	CalPERS 2000-2019 Experience Study
Mortality Improvement	Mortality projected fully generational with Scale MP-2021
Medical Trend	Non-Medicare - 6.50% for 2023, decreasing to an ultimate rate of 3.75% in 2076
	Medicare (Non-Kaiser) - 5.65% for 2023, decreasing to an ultimate rate of 3.75% in 2076
	Medicare (Kaiser) - 4.60% for 2023, decreasing to an ultimate rate of 3.75% in 2076

The actuarial assumptions used in the July 1, 2021 valuation were based on the results of an actuarial experience study for the period July 1, 2021 through June 30, 2022.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 12 – Other Postemployment Benefits (Continued)**

**C. Net OPEB Liability, OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB (Continued)**

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-Term Expected Rate of Return</b>
Global Equity	49.00%	4.56%
Fixed Income	23.00%	1.56%
TIPS	5.00%	-0.08%
Commodities	3.00%	1.22%
REITs	20.00%	4.06%
	100.00%	
<b>Long-term assumed rate of inflation</b>		<b>2.500%</b>
<b>Long-term expected rate of return</b>		<b>6.250%</b>

**Discount Rate**

The discount rate used to measure the total OPEB liability was 6.25 percent. The projection of cash flows used to determine the discount rate assumed that City contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the City plan's fiduciary net position was projected to be available to make all projected OPEB payments for current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability of the City, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for the measurement period ended June 30, 2022:

<b>Plan's Net OPEB Liability</b>		
<b>Discount Rate -1%</b>	<b>Current Discount Rate</b>	<b>Discount Rate +1%</b>
<b>(5.25%)</b>	<b>(6.25%)</b>	<b>(7.25%)</b>
<b>\$ 10,539,815</b>	<b>\$ 8,427,323</b>	<b>\$ 6,668,643</b>

**Sensitivity of the Net OPEB Liability to Changes in Healthcare Cost Trend Rates**

The following presents the net OPEB liability of the City, as well as what the net OPEB liability would be if it were calculated using a health care cost trend rates that are one percentage point lower or one percentage point higher than the current rates, for the measurement period ended June 30, 2022:

<b>Plan's Net OPEB Liability</b>		
<b>Current Healthcare</b>		
<b>1% Decrease</b>	<b>Trend Rate</b>	<b>1% Increase</b>
<b>(5.5% - 2.75%)</b>	<b>(6.5% - 3.75%)</b>	<b>(7.5% to 4.75%)</b>
<b>\$ 6,394,194</b>	<b>\$ 8,427,323</b>	<b>\$ 10,957,242</b>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 12 – Other Postemployment Benefits (Continued)**

**C. Net OPEB Liability, OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB (Continued)**

**Change in Net OPEB Liability**

	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2021	\$ 16,778,626	\$ 9,265,618	\$ 7,513,008
Changes Recognized for the Measurement Period:			
Service Cost	548,522	-	548,522
Interest on the total OPEB liability	1,048,022	-	1,048,022
Difference between expected and actual experience	-	-	-
Changes in assumptions	-	-	-
Contribution from the employer	-	2,056,602	(2,056,602)
Net investment income	-	(1,364,786)	1,364,786
Administrative expenses	-	(9,587)	9,587
Benefit payments	(1,117,596)	(1,117,596)	-
Net changes during July 1, 2021 to June 30, 2022	478,948	(435,367)	914,315
Balance at June 30, 2022	\$ 17,257,574	\$ 8,830,251	\$ 8,427,323

**OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2023, the City recognized OPEB expense of \$11,796,420. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions made after measurement date	\$ 1,183,000	\$ -
Differences between expected and actual experience	-	(1,468,509)
Changes in assumptions	-	(209,935)
Net difference between projected and actual earnings of OPEB Plan investments	689,839	-
	\$ 1,872,839	\$ (1,678,444)

The difference between projected OPEB plan investment earnings and actual earnings is amortized over a five-year period. The remaining gains and losses are amortized over the expected average remaining service life. The expected average remaining service life is 5.9 years, which was determined as of June 30, 2021, the beginning of the measurement period, for employees covered by the OPEB plan benefit terms as of the valuation date.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 12 – Other Postemployment Benefits (Continued)**

**C. Net OPEB Liability, OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB (Continued)**

**OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB (Continued)**

For the OPEB Plan, \$1,183,000 was reported as deferred outflows of resources related to OPEB resulting from City's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources related to OPEB will be recognized as future OPEB expense as follows:

Year Ending June 30	Amount
2024	\$ (734,956)
2025	(494,957)
2026	(53,658)
2027	294,966
2028	-
Thereafter	-
Total	<u>\$ (988,605)</u>

**Note 13 – Risk Management**

**A. Coverage**

The City retains a level of risk for both general liability and workers' compensation. The City carries commercial insurance above this limit. The City maintains occurrence basis insurance coverage up to \$25 million in excess of its \$1,000,000 risk retention per occurrence plus \$1,000,000 individual member corridor deductible for general liability, and \$25 million in excess of its \$1,000,000 risk retention for workers' compensation. The City has not had claims settlements exceeding insurance coverage for each of the past three fiscal years.

**B. Claims Activity**

The City's claims activity is recorded in its internal service funds. Estimated liabilities are recorded when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Claims that have been incurred but not reported (IBNRs) are also included in the liability estimates.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 13 – Risk Management (Continued)**

**B. Claims Activity (Continued)**

A summary of the changes in claims liabilities for the past three fiscal years follows:

	Beginning of Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Balance at Fiscal Year End	Due Within One Year	Due in More than One Year
<u>Workers' Compensation</u>						
2023	\$ 12,197,000	\$ 1,209,675	\$ (1,306,675)	\$ 12,100,000	\$ 2,396,000	\$ 9,704,000
2022	15,936,000	(2,514,129)	(1,224,871)	12,197,000	2,800,000	9,397,000
2021	15,337,000	3,697,329	(3,098,329)	15,936,000	2,800,000	13,136,000
<u>Dental</u>						
2023	\$ -	\$ 786,503	\$ (786,503)	\$ -	\$ -	\$ -
2022	-	473,383	(473,383)	-	-	-
2021	-	661,872	(661,872)	-	-	-
<u>General Liability</u>						
2023	\$ 1,872,000	\$ 12,879,689	\$ (141,689)	\$ 14,610,000	\$ 7,074,000	\$ 7,536,000
2022	1,116,000	1,663,353	(907,353)	1,872,000	500,000	1,372,000
2021	1,071,000	789,699	(744,699)	1,116,000	500,000	616,000
<u>Total</u>						
2023	\$ 14,069,000	\$ 14,875,867	\$ (2,234,867)	\$ 26,710,000	\$ 9,470,000	\$ 17,240,000
2022	17,052,000	(377,393)	(2,605,607)	14,069,000	3,300,000	10,769,000
2021	16,408,000	5,148,900	(4,504,900)	17,052,000	3,300,000	13,752,000

**Note 14 – Joint Ventures**

**City of San Mateo and Estero Municipal Improvement District**

The City and the Estero Municipal Improvement District (Estero), entered into a “Joint Exercise of Powers Agreement” in 1974 to construct, maintain, and operate a joint use wastewater treatment plant facility (Facility). The City and Estero jointly use and own the Facility. During the original construction phase, the City served as the lead agency. Currently, the day-to-day operations and maintenance of the treatment plant are managed by the City. Both parties continue to make capital contributions and pay for operational and maintenance costs. During the fiscal year ended June 30, 2023, the City paid \$28,197,793 for operations and maintenance of the wastewater treatment plant facility.

In June of 2019, the City of San Mateo and the Estero Municipal Improvement District/City of Foster City jointly issued the 2019 Series Wastewater Revenue Bonds in the amount of \$270,000,000 (2019 Wastewater Bonds) through a joint powers financing authority, San Mateo-Foster City Public Financing Authority (Authority). Of the total issuance amount, the City is responsible for \$236,180,000. Interest payments are payable semi-annually on February 1 and August 1, commencing February 1, 2020. The bonds mature through August 1, 2049, and bear interest at the rate of 4-5%. The issuance resulted in a bond premium of \$53,780,407, of which the City’s share was \$47,201,120.

In July of 2021, the City of San Mateo and the Estero Municipal Improvement District/City of Foster City jointly issued the 2021 Series A and B Wastewater Revenue Notes and 2021 Series A Wastewater Revenue Refunding Bonds in the amount of \$348,590,000 through a joint powers financing authority, San Mateo-Foster City Public Financing Authority (Authority). Of the total issuance amount, the City is responsible for \$285,830,000. Interest payments are payable semi-annually on February 1 and August 1, commencing August 1, 2022. The bonds mature through August 1, 2041, and bear interest at the rate of 4.15-5.25%. The issuance resulted in a bond premium of \$65,920,038, of which the City’s share was \$54,211,533.

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 14 – Joint Ventures (Continued)**

City of San Mateo and Estero Municipal Improvement District (Continued)

Interest payments and revenue bond retirements are serviced by the revenues generated by the City of San Mateo Sewer Enterprise Fund and the Foster City/Estero Municipal Improvement District Wastewater Enterprise Fund pursuant to a reimbursement agreement. The City's total principal and interest remaining to be paid on the bonds is \$769,174,170.

City of San Mateo, City of Belmont/Belmont Fire Protection District, and City of Foster City/Estero Municipal Improvement District

On November 22, 2017, the City of San Mateo, the City of Belmont/Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District formed a Joint Powers Authority (JPA) named the San Mateo Consolidated Fire Department (SMC Fire) to provide integrated and comprehensive fire protection, fire prevention, and emergency response services to all three communities serving a population of over 164,000. Effective January 13, 2019, San Mateo's financial contributions to SMC Fire is accounted for annually as an investment in equity interest in its government-wide financial statements.

SMC Fire is governed under the terms of the JPA Agreement by a Board of Directors consisting of one voting representative and one alternate who are elected members from the governing boards of the three JPA Member Agencies. Each member agency has the following weighted vote: City of San Mateo (60%), City of Belmont (20%), and City of Foster City (20%), with a minimum weighted vote of 80% needed for any action to be taken.

As of June 30, 2023, the City has an investment in JPA equity of \$12,484,582. Every year the City adjusts the investment based on the City's proportion of financial activity at SMC Fire (60%). Audited financial statements of SMC Fire are available from City of San Mateo, 330 West 20th Avenue, San Mateo, CA 94403.

The condensed audited financial information of the JPA as of June 30, 2023 is as follows (in millions):

Total assets and deferred outflows	\$ 32,227,754
Total liabilities and deferred inflows	\$ 11,420,117
Total equities	\$ 20,807,637
Expenses	\$ 51,643,157
Program revenues	\$ 49,817,703
General revenues	\$ 229,223
Change in net position	\$ (1,596,231)

**Note 15 – Other Required Disclosures**

**A. Deficit Fund Balances/Net Position**

At June 30, 2023, the following funds had a fund balances (deficit) or unrestricted net position (deficit), which will be eliminated through the reduction in future expenditures and/or the use of new unrestricted funding sources:

Fund	Fund Type	Deficit
Comprehensive Liability Insurance Fund	Internal Service Fund	\$ 12,057,449

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 15 – Other Required Disclosures (Continued)**

**B. Expenditures Exceeding Appropriations**

For the year ended June 30, 2023, expenditures exceeded appropriations in the following funds by function:

<b>Fund</b>	<b>Function</b>	<b>Excess Expenditures over Appropriations</b>
General Fund	Public safety: Fire	\$ 5,240
Construction Services Special Revenue Fund	General government: City Manager	1,251
Solid Waste Special Revenue Fund	Capital outlay	1,850
2% Hotel Tax Capital Projects Fund	Debt service: Principal	8,419
2% Hotel Tax Capital Projects Fund	Debt service: Interest and fiscal charges	5,142

**Note 16 – Fund Balance Classification**

The City classifies fund balances, as shown on the *Balance Sheet – Governmental Funds*, as follows as of June 30, 2023:

	<b>General Fund</b>	<b>Construction Services Special Revenue Fund</b>	<b>General Capital Projects Fund</b>	<b>Non-major Governmental Funds</b>	<b>Total</b>
<b>Nonspendable</b>					
Prepaid items and inventories	\$ 284,396	\$ -	\$ -	\$ -	\$ 284,396
<b>Total nonspendable</b>	<u>284,396</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>284,396</u>
<b>Restricted</b>					
Advance planning	-	-	-	4,620,522	4,620,522
Construction services	-	32,627,760	-	-	32,627,760
Debt service	599,425	-	-	6,871,223	7,470,648
Housing	-	-	852,610	9,734,102	10,586,712
Infrastructure maintenance	-	-	14,509,213	-	14,509,213
Landfill post-closure maintenance	-	-	-	3,953,767	3,953,767
Capital projects	-	-	5,264,330	12,285,919	17,550,249
Parks	-	-	1,094,907	-	1,094,907
Public safety	-	-	-	440,744	440,744
Public streets and related facilities	-	-	15,264,585	6,679,066	21,943,651
Solid waste and landfill	-	-	-	14,159,523	14,159,523
<b>Total restricted</b>	<u>599,425</u>	<u>32,627,760</u>	<u>36,985,645</u>	<u>58,744,866</u>	<u>128,957,696</u>
<b>Assigned</b>					
Capital projects	8,321,589	-	17,200,801	-	25,522,390
Other purposes	982,905	-	-	-	982,905
<b>Total assigned</b>	<u>9,304,494</u>	<u>-</u>	<u>17,200,801</u>	<u>-</u>	<u>26,505,295</u>
<b>Unassigned</b>	<u>107,690,904</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107,690,904</u>
<b>Total fund balances</b>	<u>\$ 117,879,219</u>	<u>\$ 32,627,760</u>	<u>\$ 54,186,446</u>	<u>\$ 58,744,866</u>	<u>\$ 263,438,291</u>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 17 – Net Investment in Capital Assets**

Net Investment in Capital Assets at June 30 consisted of the following:

	Governmental Activities	Business-Type Activities
Net investment in capital assets:		
Capital assets, nondepreciable	\$ 77,225,462	\$ 534,750,446
Capital assets, depreciable/amortizable, net	398,515,285	164,655,004
Unspent bond proceeds - Restricted cash and investments	5,264,330	-
Deferred loss/(gain) on refunding	821,632	(573,632)
Capital-related liabilities:		
Retention payable	(5,772,579)	-
General Obligation Refunding Bonds, Series 2013	(15,732,859)	-
Lease Revenue Bonds, Series 2007A	(13,135,000)	-
Revenue Refunding Bonds, Series 2018A	(4,486,442)	-
Advance payable	(49,773,351)	-
CEC Streetlight Loan	(1,770,332)	-
PG&E - Energy Efficiency Retrofit Loans	(2,515,046)	-
Lease liability	(1,053,407)	(75,764)
Subscription liability	(3,472,655)	-
Sewer Revenue Bonds, Series 2014	-	(28,504,438)
Wastewater Revenue Bonds, Series 2019	-	(276,774,633)
Wastewater Revenue Notes, Series 2021B	-	(296,835,479)
Wastewater Revenue Refunding Bonds, Series 2021A	-	(17,020,992)
Total net investment in capital assets	<u>\$ 384,115,038</u>	<u>\$ 79,620,512</u>

**Note 18 – Successor Agency Private Purpose Trust For Assets of Former Redevelopment**

On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 (“the Bill”) that provides for the dissolution of all redevelopment agencies in the State of California. This action impacted the reporting entity of the City of San Mateo that previously had reported the City’s Redevelopment Agency within the reporting entity as a blended component unit. The Bill provided that upon dissolution of a redevelopment agency, either the City or another unit of local government agree to serve as the “successor agency” to hold the assets until they are distributed to other units of state and local government. On January 9, 2012, the City Council elected to become the Successor Agency for the former Redevelopment agency in accordance with the Bill as part of City Resolution No. 2 (2012).

After enactment of the law, which occurred on June 28, 2011, redevelopment agencies in the State of California were prohibited from entering into new projects, obligations, or commitments. Subject to the control of a newly established oversight board, remaining assets could only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments). In accordance with the Bill, the State Controller’s Office (SCO) of the State of California reviewed the propriety of any transfers of assets between the San Mateo Redevelopment Agency (RDA) and the City that occurred after January 1, 2011.



**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

**Note 18 – Successor Agency Private Purpose Trust For Assets of Former Redevelopment (Continued)**

On October 23, 2013, the SCO issued a report stating that there were no identified unallowable transfers of assets that occurred during the review period between the RDA, the City, and/or any other public agencies. In April 2013, the California Department of Finance (DOF) issued a Finding of Completion to the Successor Agency which allowed proceeds (\$3.3 million) from the Merged Area Tax Allocation Bonds, Series 2005A and Series 2007A, to be used to reimburse the City of San Mateo for construction costs of Fire Station 24 in accordance with the Cooperation Agreement between the City and the Successor Agency. Construction of Fire Station 24 was a use of the bond proceeds that is consistent with the stated purposes of the original bond covenants, and these bonds proceeds were utilized in this manner during fiscal year 2013-14. Once a Finding of Completion is issued by the DOF, State law (AB 1484) requires that successor agencies prepare a Long- Range Property Management Plan (LRPMP) for the disposition and use of the remaining assets of the former San Mateo Redevelopment Agency. The Successor Agency submitted the required LRPMP, as amended and approved by the Oversight Board, to the DOF on October 17, 2013. The LRPMP addressed the disposition of five properties that were under title with the Successor Agency. The Successor Agency received a formal response from the DOF on April 28, 2014, rejecting the LRPMP as submitted. The letter outlined that public parking was not considered a governmental use by the State and as a result, the City needed to examine other available disposition options for several other remaining properties. As required, the Successor Agency submitted to the DOF on October 1, 2014, a revised LRPMP that was approved by the Oversight Board. In February 2015, the revised LRPMP was approved by the DOF after the Oversight Board approval. The actual land titles transferred to the City from the Successor Agency for the former San Mateo Redevelopment Agency in July 2015. The outstanding enforceable obligations currently only include amounts owed to holders of the Successor Agency of Redevelopment Agency Tax Allocation Refunding Bonds Series 2015A, Successor Agency of Redevelopment Agency Tax Allocation Refunding Bonds Series 2015B, and the Successor Agency of Redevelopment Agency Tax Allocation Refunding Bonds, Series 2017A.

Late in the 2016-17 fiscal year, the Successor Agency began the due diligence process to refund the 2007 Tax Allocation Bonds, which were eligible to be refunded as of August 1, 2017. The Agency approved the refunding and an amendment to the Last and Final ROPS on June 5, 2017, and the Oversight Board made the same approvals on June 7, 2017. The resolutions of approval were submitted to the Department of Finance in June 2018, with approval for the Oversight Board Resolutions coming on August 21, 2017. The Department of Finance approved the amendment to the Last and Final ROPS, and its confirmation that this entire transaction would be considered the first of two allowed amendments to the Last and Final ROPS in a letter dated December 13, 2017.

**Note 19 – Prior Period Adjustments**

**A. Government-Wide Financial Statements**

The beginning net position at July 1, 2022 of the Government-Wide Financial Statements was restated as follows:

	<b>Governmental Activities</b>
Net position, as previously reported, at July 1, 2022	\$ 449,337,862
To implement GASB 96 <i>Subscription-based information technology arrangements (SBITAs)</i>	<u>103,957</u>
Net position at July 1, 2022, as restated	<u><u>\$ 449,441,819</u></u>

**City of San Mateo**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2023**

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**Note 20 – Commitments and Contingencies**

**A. *Litigation***

The City is currently a party to various claims and legal proceedings. Although the outcome of these lawsuits is not presently determinable, it is management's opinion that the ultimate liabilities, if any, resulting from such claims and proceedings will not materially affect the financial position of the City.

**B. *Contingent Liabilities***

On March 1, 1993, the City issued Certificates of Participation in the aggregate of \$10,250,000 for the benefit of San Mateo Community Hospital (Hospital), a California nonprofit public benefit corporation. The Hospital is not included in the City's reporting entity. The City is obligated to make the purchase payments only from and to the extent that it receives revenue from the Hospital. They are not secured by any pledge of taxes or other revenues of the City. In addition, the purchase payments are insured by the Office of Statewide Health Planning and Development of the State of California. As of June 30, 2023, the City has not recorded revenues from the Hospital.

**C. *Federal and State Grants***

The City participates in various federal and state grant programs, the principal of which are subject to program compliance audits pursuant to the Single Audit act as amended, and various other state grant compliance requirements. Accordingly, the City's compliance with applicable grant requirements will be established at a future date. The amount of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the City anticipates such amounts, if any, will be immaterial.

**D. *Contractual Commitments***

The City has capital contractual commitments for which funds have been encumbered as of June 30, 2023. Encumbrances related to capital projects are funded through the current year appropriated budget, which carries over to the following year.

The following is a list of the commitments at June 30, 2023:

	<b>Remaining Commitment</b>
Clean Water Program	\$ 122,715,318
Sanitary Sewer Rehabilitation and Improvement Project	13,080,286
Streetscape Improvements	7,335,792
Miscellaneous Projects	3,000,650
Total	<u>\$ 146,132,046</u>

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**REQUIRED SUPPLEMENTARY INFORMATION**

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**City of San Mateo**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Information**  
**For the Year Ended June 30, 2023**

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**Budgetary Information**

**Budgetary Control and Budgetary Accounting**

Budgets are legally adopted and formal budgetary integration is employed as a management control device during the year for all governmental fund types. The budget is prepared in accordance with accounting principles generally accepted in the United States of America. From the effective date of the budget, the amounts stated therein as proposed expenditures become appropriations to the various City departments.

The City has two-year business plan development procedures. The two-year business plan process requires that each department submit two one-year expenditure plans and revenue estimates to be provided to the City Council for approval. Only the first year of the two-year business plan will be adopted. The second year represents a projected plan which will be subject to amendment in the following year. As a part of the two-year business plan, the focus in year one is on the operating budget, while the focus on year two is the City's CIP.

In any budget cycle, to remain adaptable to changing economic and or operational conditions, the City may choose to develop a one-year plan instead of a two-year business plan. As a result of the immediate and severe financial impact of COVID-19, the City shifted to a one-year plan. With nearly two years of pandemic-related recession experience under its belt, the City plans on shifting back to the two-year business plan for 2022-24.

The City controls its budget at the fund and department level. The City Council is the sole budget authority. Activities of the General Fund, Special Revenues Funds, Debt Service Funds, Proprietary Funds, and Capital Funds are included in the annual budget.

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**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Budgetary Comparison Schedules – General Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Property taxes	\$ 80,264,428	\$ 80,264,428	\$ 80,632,208	\$ 367,780
Sales taxes	29,449,500	29,449,500	29,601,371	151,871
Other taxes	23,717,867	23,717,867	26,118,021	2,400,154
Licenses, building and other permits	70,000	70,000	129,557	59,557
Fines, forfeitures and penalties	1,481,000	1,481,000	2,066,763	585,763
Intergovernmental	2,717,958	2,717,958	3,488,354	770,396
Charges for Services	12,712,177	12,712,177	13,802,726	1,090,549
Investment income	1,700,000	1,700,000	377,171	(1,322,829)
Parking Meter and Lease Revenue	2,040,000	2,040,000	3,424,971	1,384,971
Other revenues	3,079,784	3,079,784	3,998,325	918,541
<b>Total revenues</b>	<b>157,232,714</b>	<b>157,232,714</b>	<b>163,639,467</b>	<b>6,406,753</b>
<b>EXPENDITURES:</b>				
Current:				
General government:				
City Council	306,933	410,513	337,503	73,010
City Manager	2,600,801	3,110,123	2,581,079	529,044
City Clerk	1,073,678	1,073,678	1,031,603	42,075
City Attorney	1,407,118	1,407,118	1,170,996	236,122
Finance	4,094,010	4,413,995	4,190,624	223,371
Information technology	3,051,741	3,172,996	2,330,669	842,327
Human Resources	2,293,754	2,340,102	2,107,971	232,131
Community development	2,008,992	2,008,992	1,701,814	307,178
Public safety:				
Police	55,352,303	55,558,831	54,343,265	1,215,566
Fire	26,167,628	26,167,628	26,172,868	(5,240)
Public works	10,389,366	11,137,564	9,977,091	1,160,473
Parks and recreation	19,317,702	19,418,975	17,175,614	2,243,361
Golf	2,592,520	2,625,996	2,505,214	120,782
Library	8,638,670	8,659,506	7,836,173	823,333
Non-departmental	9,329,225	9,329,225	9,405,099	(75,874)
Debt service:				
Principal	2,215,714	2,215,714	2,215,714	-
Interest and fiscal charges	251,455	251,455	251,455	-
<b>Total expenditures</b>	<b>151,246,475</b>	<b>153,457,276</b>	<b>149,869,972</b>	<b>3,587,304</b>
<b>REVENUES OVER</b>				
<b>(UNDER) EXPENDITURES</b>	<b>5,986,239</b>	<b>3,775,438</b>	<b>13,769,495</b>	<b>9,994,057</b>

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Budgetary Comparison Schedules – General Fund (Continued)**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>OTHER FINANCING SOURCES (USES):</b>				
Proceeds from sale of property	-	-	15,066	15,066
Inception of subscription liability	-	-	2,862,579	2,862,579
Transfers in	5,232,872	5,348,472	5,232,872	(115,600)
Transfers out	(15,906,749)	(17,907,178)	(15,452,803)	2,454,375
<b>Total other financing sources (uses)</b>	<b>(10,673,877)</b>	<b>(12,558,706)</b>	<b>(7,342,286)</b>	<b>5,216,420</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (4,687,638)</b>	<b>\$ (8,783,268)</b>	<b>6,427,209</b>	<b>\$ 15,210,477</b>
<b>FUND BALANCES:</b>				
Beginning of year			111,452,010	
End of year			<b>\$ 117,879,219</b>	

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**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Budgetary Comparison Schedules – Construction Services Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Licenses, building and other permits	\$ 7,185,100	\$ 7,185,100	\$ 8,040,390	\$ 855,290
Intergovernmental	-	-	7,200	7,200
Charges for services	1,156,000	1,156,000	2,548,328	1,392,328
Investment income	458,000	458,000	1,057,172	599,172
<b>Total revenues</b>	<b>8,799,100</b>	<b>8,799,100</b>	<b>11,653,090</b>	<b>2,853,990</b>
<b>EXPENDITURES:</b>				
Current:				
General government:				
City Manager	117,019	117,019	118,270	(1,251)
City Attorney	218,361	218,361	111,154	107,207
Information technology	116,177	116,177	115,724	453
Community development	10,492,206	11,032,206	9,979,318	1,052,888
Public works	853,826	853,826	830,434	23,392
<b>Total expenditures</b>	<b>11,797,589</b>	<b>12,337,589</b>	<b>11,154,900</b>	<b>1,182,689</b>
<b>REVENUES OVER</b>				
<b>(UNDER) EXPENDITURES</b>	<b>(2,998,489)</b>	<b>(3,538,489)</b>	<b>498,190</b>	<b>4,036,679</b>
<b>OTHER FINANCING (USES):</b>				
Transfers out	(4,525,372)	(4,525,372)	(4,184,556)	340,816
<b>Total other financing (uses)</b>	<b>(4,525,372)</b>	<b>(4,525,372)</b>	<b>(4,184,556)</b>	<b>340,816</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (7,523,861)</b>	<b>\$ (8,063,861)</b>	<b>(3,686,366)</b>	<b>\$ 4,377,495</b>
<b>FUND BALANCES:</b>				
Beginning of year			36,314,126	
End of year			<u>\$ 32,627,760</u>	

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Changes in the Net Pension Liability and Related Ratios**  
**For the Year Ended June 30, 2023**

**Miscellaneous Plan**

	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15
<b>Total Pension Liability</b>								
Service cost	\$ 5,860,301	\$ 5,417,134	\$ 5,314,317	\$ 5,232,210	\$ 5,037,653	\$ 4,518,151	\$ 3,993,514	\$ 3,892,876
Interest on total pension liability	20,961,702	20,553,253	19,910,417	19,039,419	18,044,112	17,389,674	17,090,620	16,438,129
Differences between expected and actual experience	(1,978,041)	(812,628)	2,219,628	4,029,100	1,103,888	(3,106,399)	(331,929)	(627,100)
Changes in assumptions	8,484,848	-	-	-	(1,424,920)	13,781,463	-	(3,817,336)
Changes in benefit terms	-	-	-	-	-	-	-	-
Benefit payments, including refunds of employee contributions	(16,833,252)	(15,894,895)	(15,050,756)	(13,650,253)	(12,925,302)	(12,461,817)	(11,970,354)	(11,069,836)
<b>Net change in total pension liability</b>	16,495,558	9,262,864	12,393,606	14,650,476	9,835,431	20,121,072	8,781,851	4,816,733
<b>Total pension liability - beginning</b>	302,772,445	293,509,581	281,115,975	266,465,499	256,630,068	236,508,996	227,727,145	222,910,412
<b>Total pension liability - ending (a)</b>	\$319,268,003	\$302,772,445	\$293,509,581	\$281,115,975	\$266,465,499	\$256,630,068	\$236,508,996	\$227,727,145
<b>Plan fiduciary net position</b>								
Contributions - employer	9,953,731	8,968,085	8,308,013	7,343,013	6,287,676	5,873,612	5,126,750	4,501,438
Contributions - employee	2,557,263	2,454,476	2,412,286	2,463,688	2,208,675	2,041,614	1,928,776	1,950,191
Investment income (net of administrative expenses)	(18,866,744)	47,026,715	10,192,254	12,797,943	15,561,240	18,815,053	868,395	3,955,299
Benefit payments	(16,833,252)	(15,894,895)	(15,050,756)	(13,650,253)	(12,925,302)	(12,461,817)	(11,970,354)	(11,069,836)
Other	(156,429)	(208,546)	(286,451)	(138,259)	(832,007)	(251,079)	(106,172)	(198,614)
<b>Net change in plan fiduciary net position</b>	(23,345,431)	42,345,835	5,575,346	8,816,132	10,300,282	14,017,383	(4,152,605)	(861,522)
<b>Plan fiduciary net position - beginning</b>	251,113,178	208,767,343	203,191,997	194,375,865	184,075,583	170,058,200	174,210,805	175,072,327
<b>Plan fiduciary net position - ending (b)</b>	\$227,767,747	\$251,113,178	\$208,767,343	\$203,191,997	\$194,375,865	\$184,075,583	\$170,058,200	\$174,210,805
<b>Net pension liability - ending (a)-(b)</b>	\$ 91,500,256	\$ 51,659,267	\$ 84,742,238	\$ 77,923,978	\$ 72,089,634	\$ 72,554,485	\$ 66,450,796	\$ 53,516,340
Plan fiduciary net position as a percentage of the total pension liability	71.34%	82.94%	71.13%	72.28%	72.95%	71.73%	71.90%	76.50%
Covered payroll	\$ 36,700,692	\$ 36,154,902	\$ 35,484,738	\$ 35,068,361	\$ 34,688,256	\$ 31,556,856	\$ 28,252,538	\$ 26,888,005
Net pension liability as a percentage of covered payroll	249.31%	142.88%	238.81%	222.21%	207.82%	229.92%	235.20%	199.03%

**Notes to Schedule:**

<sup>1</sup> Historical information is presented only from the implementation year.

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Changes in the Net Pension Liability and Related Ratios (Continued)**  
**For the Year Ended June 30, 2023**

<b>Safety Plan</b>								
<b>Total Pension Liability</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
Service cost	\$ 4,815,965	\$ 4,521,737	\$ 4,385,424	\$ 4,449,133	\$ 7,417,456	\$ 7,342,172	\$ 6,024,059	\$ 5,876,118
Interest on total pension liability	31,147,674	30,250,946	29,312,094	28,324,725	27,109,372	25,954,748	25,211,819	24,350,391
Differences between expected and actual experience	2,215,829	2,818,839	3,435,208	4,999,458	4,313,272	(652,769)	(1,229,918)	(4,513,903)
Changes in assumptions	15,714,311	-	-	-	(1,764,356)	20,868,220	-	(5,706,829)
Changes in benefit terms	-	-	-	-	-	-	-	-
Benefit payments, including refunds of employee contributions	(25,158,731)	(23,890,302)	(23,017,166)	(21,718,515)	(20,369,839)	(19,099,929)	(18,246,437)	(17,373,723)
<b>Net change in total pension liability</b>	<b>28,735,048</b>	<b>13,701,220</b>	<b>14,115,560</b>	<b>16,054,801</b>	<b>16,705,905</b>	<b>34,412,442</b>	<b>11,759,523</b>	<b>2,632,054</b>
<b>Total pension liability - beginning</b>	<b>443,656,814</b>	<b>429,955,594</b>	<b>415,840,034</b>	<b>399,785,233</b>	<b>383,079,328</b>	<b>348,666,886</b>	<b>336,907,363</b>	<b>334,275,309</b>
<b>Total pension liability - ending (a)</b>	<b>\$472,391,862</b>	<b>\$443,656,814</b>	<b>\$429,955,594</b>	<b>\$415,840,034</b>	<b>\$399,785,233</b>	<b>\$383,079,328</b>	<b>\$348,666,886</b>	<b>\$336,907,363</b>
<b>Plan fiduciary net position</b>								
Contributions - employer	14,717,993	13,566,455	12,284,260	14,131,640	13,411,260	13,038,623	10,598,960	9,719,832
Contributions - employee	1,709,770	1,789,979	1,576,589	2,260,834	2,509,623	2,358,978	2,232,023	2,180,686
Investment income (net of administrative expenses)	(24,080,446)	60,169,718	13,065,390	16,597,022	20,229,991	24,165,223	1,116,133	4,925,152
Benefit payments	(25,158,731)	(23,890,302)	(23,017,166)	(21,718,515)	(20,369,839)	(19,099,929)	(18,246,437)	(17,373,723)
Other	(198,185)	(266,493)	(371,100)	(179,352)	(1,073,204)	(320,823)	(135,133)	(249,571)
<b>Net change in plan fiduciary net position</b>	<b>(33,009,599)</b>	<b>51,369,357</b>	<b>3,537,973</b>	<b>11,091,629</b>	<b>14,707,831</b>	<b>20,142,072</b>	<b>(4,434,454)</b>	<b>(797,624)</b>
<b>Plan fiduciary net position - beginning</b>	<b>318,144,969</b>	<b>266,775,612</b>	<b>263,237,639</b>	<b>252,146,010</b>	<b>237,438,179</b>	<b>217,296,107</b>	<b>221,730,561</b>	<b>222,528,185</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$285,135,370</b>	<b>\$318,144,969</b>	<b>\$266,775,612</b>	<b>\$263,237,639</b>	<b>\$252,146,010</b>	<b>\$237,438,179</b>	<b>\$217,296,107</b>	<b>\$221,730,561</b>
<b>Net pension liability - ending (a)-(b)</b>	<b>\$187,256,492</b>	<b>\$125,511,845</b>	<b>\$163,179,982</b>	<b>\$152,602,395</b>	<b>\$147,639,223</b>	<b>\$145,641,149</b>	<b>\$131,370,779</b>	<b>\$115,176,802</b>
Plan fiduciary net position as a percentage of the total pension liability	60.36%	71.71%	62.05%	63.30%	63.07%	61.98%	62.32%	65.81%
Covered payroll	\$ 17,257,920	\$ 16,442,390	\$ 16,067,107	\$ 22,211,287	\$ 28,442,831	\$ 27,088,471	\$ 24,092,535	\$ 22,899,741
Net pension liability as a percentage of covered payroll	1085.05%	763.34%	1015.62%	687.05%	519.07%	537.65%	545.28%	502.96%

**Notes to Schedule:**

<sup>1</sup> Historical information is presented only from the implementation year.

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Contributions - Pension**  
**For the Year Ended June 30, 2023**

	<b>Miscellaneous Plan</b>								
Fiscal Year:	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15<sup>1</sup></b>
Contractually determined contribution (actuarially determined)	\$ 10,683,495	\$ 9,953,731	\$ 8,968,085	\$ 8,308,301	\$ 7,343,001	\$ 6,287,697	\$ 5,873,612	\$ 5,331,714	\$ 4,415,313
Contributions in relation to the actuarially determined contributions	(10,683,495)	(9,953,731)	(8,968,085)	(8,308,301)	(7,343,001)	(6,287,697)	(5,873,612)	(5,331,714)	(4,415,313)
<b>Contribution deficiency (excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Covered payroll	\$38,292,673	\$36,700,692	\$36,154,902	\$35,484,738	\$35,068,361	\$34,688,256	\$31,556,856	\$28,252,538	\$26,888,005
Contributions as a percentage of covered payroll	27.90%	27.12%	24.80%	23.41%	20.94%	18.13%	18.61%	18.87%	16.42%

**Notes to Schedule**

**Methods and assumptions used to determine contribution rates for the fiscal year ended June 30, 2023:**

The actuarial methods and assumption used to set the actuarially determined contributions for Fiscal Year 2023 were derived from the June 30, 2019 funding valuation report.

Actuarial cost method	Entry Age Normal
Amortization method/period	For details, see June 30, 2019 Funding Valuation Report
Asset valuation method	Fair use of Assets. For details, see June 30, 2019 Funding Valuation Report.
Inflation	2.50%
Salary increases	Varies by entry age and service
Payroll growth	2.75%
Investment rate of return	7.00% net of pension plan investment and administrative expenses.
Retirement age	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 and 2015.
Mortality	The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Pre-retirement and Post-retirement mortality rates include 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries.

<sup>1</sup> Historical information is presented only from the implementation year.

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Contributions – Pension (Continued)**  
**For the Year Ended June 30, 2023**

	<b>Safety Plan</b>								
Fiscal Year:	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15<sup>1</sup></b>
Contractually determined contribution (actuarially determined)	\$ 16,292,527	\$ 14,717,993	\$ 13,566,455	\$ 12,284,260	\$ 12,496,190	\$ 12,011,260	\$ 11,663,623	\$ 10,576,566	\$ 9,444,848
Contributions in relation to the actuarially determined contributions	(16,292,527)	(14,717,993)	(13,566,455)	(12,284,260)	(14,121,190)	(13,411,260)	(13,038,623)	(10,576,566)	(9,444,848)
<b>Contribution deficiency (excess)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,625,000)</b>	<b>\$ (1,400,000)</b>	<b>\$ (1,375,000)</b>	<b>\$ -</b>	<b>\$ -</b>
Covered payroll	\$ 17,595,173	\$ 17,257,920	\$ 16,442,390	\$ 16,067,107	\$ 22,211,287	\$ 28,442,831	\$ 27,088,471	\$ 24,092,535	\$ 22,899,741
Contributions as a percentage of covered payroll	92.60%	85.28%	82.51%	76.46%	63.58%	47.15%	48.13%	43.90%	41.24%

**Notes to Schedule**

**Methods and assumptions used to determine contribution rates for the fiscal year ended June 30, 2023:**

The actuarial methods and assumption used to set the actuarially determined contributions for Fiscal Year 2023 were derived from the June 30, 2019 funding valuation report.

Actuarial cost method	Entry Age Normal
Amortization method/period	For details, see June 30, 2019 Funding Valuation Report
Asset valuation method	Actuarial Value of Assets. For details, see June 30, 2019 Funding Valuation Report.
Inflation	2.50%
Salary increases	Varies by entry age and service
Payroll growth	2.750%
Investment rate of return	7.00% net of pension plan investment and administrative expenses.
Retirement age	The probabilities of retirement are based on the 2017 CalPERS Experience Study for the period from 1997 and 2015.
Mortality	The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Pre-retirement and Post-retirement mortality rates include 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries.

<sup>1</sup> Historical information is presented only from the implementation year.

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Changes in Total OPEB Liability and Related Ratios**  
**For the Year Ended June 30, 2023**

	2023	2022	2021	2020	2019
For the Measurement Period:	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
<b>Total OPEB Liability:</b>					
Service Cost	\$ 548,522	\$ 497,327	\$ 482,842	\$ 692,000	\$ 672,000
Interest on the total OPEB liability	1,048,022	1,144,590	1,113,841	1,338,000	1,286,000
Changes in benefit terms	-	-	-	-	-
Difference between expected and actual experience	-	(670,829)	-	(3,453,000)	-
Changes in assumptions	-	(86,901)	-	(509,000)	-
Benefit payments	(1,117,596)	(1,130,244)	(1,181,000)	(1,174,000)	(1,269,000)
<b>Net changes in Total OPEB Liability</b>	<b>478,948</b>	<b>(246,057)</b>	<b>415,683</b>	<b>(3,106,000)</b>	<b>689,000</b>
<b>Beginning of Year</b>	<b>16,778,626</b>	<b>17,024,683</b>	<b>16,609,000</b>	<b>19,715,000</b>	<b>19,026,000</b>
<b>End of Year</b>	<b>\$ 17,257,574</b>	<b>\$ 16,778,626</b>	<b>\$ 17,024,683</b>	<b>\$ 16,609,000</b>	<b>\$ 19,715,000</b>
<b>Plan Fiduciary Net Position:</b>					
Employer contribution	\$ 2,056,602	\$ 1,817,000	\$ 1,825,000	\$ 1,950,000	\$ 1,913,000
Employee contributions	-	-	-	-	-
Net investment income	(1,364,786)	2,140,859	239,112	495,000	372,000
Administrative expenses	(9,587)	(9,723)	(11,386)	(7,000)	(7,000)
Benefit payments	(1,117,596)	(1,130,244)	(1,181,000)	(1,174,000)	(1,269,000)
<b>Net changes in Fiduciary Net Position</b>	<b>(435,367)</b>	<b>2,817,892</b>	<b>871,726</b>	<b>1,264,000</b>	<b>1,009,000</b>
<b>Beginning of Year</b>	<b>9,265,618</b>	<b>6,447,726</b>	<b>5,576,000</b>	<b>4,312,000</b>	<b>3,303,000</b>
<b>End of Year</b>	<b>\$ 8,830,251</b>	<b>\$ 9,265,618</b>	<b>\$ 6,447,726</b>	<b>\$ 5,576,000</b>	<b>\$ 4,312,000</b>
<b>Net OPEB Liability</b>	<b>\$ 8,427,323</b>	<b>\$ 7,513,008</b>	<b>\$ 10,576,957</b>	<b>\$ 11,033,000</b>	<b>\$ 15,403,000</b>
<b>Fiduciary Net Position as a percentage of Total OPEB Liability</b>	<b>51.17%</b>	<b>55.22%</b>	<b>37.87%</b>	<b>33.57%</b>	<b>21.87%</b>
<b>Covered Payroll</b>	<b>\$ 59,443,000</b>	<b>\$ 57,176,000</b>	<b>\$ 55,405,000</b>	<b>\$ 62,798,000</b>	<b>\$ 66,133,000</b>
<b>Net OPEB Liability as a % of Payroll</b>	<b>14.18%</b>	<b>13.14%</b>	<b>19.09%</b>	<b>17.57%</b>	<b>23.29%</b>

<sup>1</sup> Historical information is presented only from the implementation year.

**City of San Mateo**  
**Required Supplementary Information (Unaudited) (Continued)**  
**Schedule of Contributions - OPEB**  
**For the Year Ended June 30, 2023**

	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18 <sup>1</sup>
Actuarially determined contribution	\$ 1,193,000	\$ 1,319,000	\$ 1,281,000	\$ 1,817,000	\$ 1,764,000	\$ 1,913,000
Contributions in relation to the actuarially determined contributions	(1,183,000)	(2,056,602)	(1,817,000)	(1,825,000)	(1,950,000)	(1,913,000)
<b>Contribution deficiency (excess)</b>	<b>\$ 10,000</b>	<b>\$ (737,602)</b>	<b>\$ (536,000)</b>	<b>\$ (8,000)</b>	<b>\$ (186,000)</b>	<b>\$ -</b>
Covered-employee payroll	\$ 60,964,000	\$ 59,443,000	\$ 57,176,000	\$ 55,405,000	\$ 62,798,000	\$ 66,133,000
Contributions as a percentage of covered-employee payroll	1.94%	3.46%	3.18%	3.29%	3.11%	2.89%

**Notes to Schedule**

The actuarial methods and assumptions used to set the actuarially determined contributions for the fiscal year ended June 30, 2023 were as follows:

Actuarial valuation date	6/30/2021
Actuarial cost method	Entry-Age Normal Cost Method, Level % of pay
Amortization Period	16-year fixed period for 2022-2023
Asset valuation method	Actuarial value of assets. Investment gains and losses spread over 5-year rolling period.
Inflation	2.50%
Investment rate of return	6.25%
Healthcare cost trend rate	Non-Medicare - 6.50% for 2023, decreasing to an ultimate rate of 3.75% in 2076 Medicare (Non-Kaiser) - 5.65% for 2023, decreasing to an ultimate rate of 3.75% in 2076; Medicare (Kaiser) - 4.60% for 2023, decreasing to an ultimate rate of 3.75% in 2076
Projected salary growth and increase	Varies by Entry Age and Service
Mortality	CalPERS 2000-2019 experience study
Mortality Improvement	Mortality projected fully generational with Scale MP-2021

<sup>1</sup> Historical information is presented only from the implementation year.

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## **SUPPLEMENTARY INFORMATION**

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## Non-Major Governmental Funds

### **Special Revenue Funds:**

***Police Grants and Safety Fund*** accounts for the revenues and expenditures of State and Federal grants such as State Supplemental Law Enforcement Services Fund (SLESF).

***Community Development Block Grant Fund (CDBG)*** accounts for revenue and expenditures of CDBG funds awarded by the Department of Housing and Urban Development.

***HOME Special Revenue Fund*** accounts for revenue and expenditures of the Federal HOME grant program.

***City Housing Special Revenue Fund*** accounts for revenues from a former Federal Rental Rehabilitation program and loan payments from the First-Time Homebuyer program.

***Low and Moderate Income Housing Special Revenue Fund*** accounts for revenues and expenditures of the former Redevelopment Agency Special Revenue Fund.

***Permanent Local Housing Allocation Special Revenue Fund*** accounts for revenues and expenditures of the Permanent Local Housing Allocation program.

***Gas Tax Fund*** accounts for gasoline tax revenues as required by State law.

***Road Maintenance and Rehabilitation Fund*** accounts for SB1 gasoline tax revenues as required by State law.

***Advance Planning Fund*** accounts for fees collected through building permits and expenditures for activities relating to long term planning, including the general plan update.

***Solid Waste Fund*** accounts for garbage collection surcharge revenues. The use of funds is restricted by City ordinance to street cleaning and waste disposal.

***Parks and Recreation*** accounts for the Parks and Recreation Tax, as well as the Parks and Recreation Impact and In Lieu Fees to fund Parks and Recreation related projects through a transfer to the Capital Improvement Projects Fund.

***Traffic Impact Fee*** accounts for traffic impact fee revenues to mitigate the cumulative impacts of new development and to accommodate future development.

***Commercial Linkage Fee*** accounts for commercial linkage fee to be used for housing programs including acquisition, rehabilitation, or new construction of housing.

### **Debt Service Funds:**

***Landfill Bonds Fund*** accounts for debt service payments on landfill revenue bonds (to finance expenditures related to final closure of the former landfill site and construction of related park improvements) and post-closure monitoring costs.

***General Obligation Bonds Fund*** accounts for voter-approved property tax revenues and debt service payments on general obligation bonds.

### **Capital Projects Funds:**

***2% Hotel Tax Fund*** accounts for the voter-approved 2% hotel tax revenue Measure C, the related transfers to the capital improvement fund, and debt service on variable rate bonds.

**City of San Mateo**  
**Combining Balance Sheet**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Special Revenue			
	Police Grants Fund	Community Development Block Grant Fund	HOME Fund	City Housing Fund
<b>ASSETS</b>				
Cash and investments	\$ 315,509	\$ -	\$ 171,826	\$ 911,415
Restricted cash and investments held by fiscal agents	-	-	-	-
Accounts receivable, net	43,583	52,865	-	-
Taxes receivable	-	-	-	-
Grants receivable	107,742	124,917	-	-
Loans and notes receivable, net	-	430,192	253,014	54,684
<b>Total assets</b>	<b>\$ 466,834</b>	<b>\$ 607,974</b>	<b>\$ 424,840</b>	<b>\$ 966,099</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	110	46,412	-	-
Due to other funds	-	78,657	-	-
Unearned revenues	75,123	-	-	-
<b>Total liabilities</b>	<b>75,233</b>	<b>125,069</b>	<b>-</b>	<b>-</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue	-	77,743	22,075	-
<b>Total deferred inflows of resources</b>	<b>-</b>	<b>77,743</b>	<b>22,075</b>	<b>-</b>
<b>Fund Balances:</b>				
Restricted	391,601	405,162	402,765	966,099
<b>Total fund balances</b>	<b>391,601</b>	<b>405,162</b>	<b>402,765</b>	<b>966,099</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 466,834</b>	<b>\$ 607,974</b>	<b>\$ 424,840</b>	<b>\$ 966,099</b>

(Continued)

**City of San Mateo**  
**Combining Balance Sheet (Continued)**  
**Non-Major Governmental Funds**  
**June 30, 2023**

	Special Revenue			
	Low & Moderate Income Housing Fund	Permanent Local Housing Allocation Fund	Gas Tax Fund	Road Maintenance and Rehabilitation Fund
<b>ASSETS</b>				
Cash and investments	\$ 1,721,111	\$ -	\$ 1,033,051	\$ 4,197,759
Restricted cash and investments held by fiscal agents	-	-	-	-
Accounts receivable, net	-	33,826	-	413,560
Taxes receivable	-	-	234,709	-
Grants receivable	-	531,409	-	-
Loans and notes receivable, net	3,162,594	-	-	-
<b>Total assets</b>	<u>\$ 4,883,705</u>	<u>\$ 565,235</u>	<u>\$ 1,267,760</u>	<u>\$ 4,611,319</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	3,545	66,238	-	-
Due to other funds	-	240,965	-	-
Unearned revenues	-	255,317	-	-
<b>Total liabilities</b>	<u>3,545</u>	<u>562,520</u>	<u>-</u>	<u>-</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue	<u>168,650</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total deferred inflows of resources</b>	<u>168,650</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances:</b>				
Restricted	<u>4,711,510</u>	<u>2,715</u>	<u>1,267,760</u>	<u>4,611,319</u>
<b>Total fund balances</b>	<u>4,711,510</u>	<u>2,715</u>	<u>1,267,760</u>	<u>4,611,319</u>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<u>\$ 4,883,705</u>	<u>\$ 565,235</u>	<u>\$ 1,267,760</u>	<u>\$ 4,611,319</u>

(Continued)

**City of San Mateo**  
**Combining Balance Sheet (Continued)**  
**Non-Major Governmental Funds**  
**June 30, 2023**

	Special Revenue			
	Advance Planning Fund	Solid Waste Fund	Parks and Recreation Fund	Traffic Impact Fee Fund
<b>ASSETS</b>				
Cash and investments	\$ 5,004,216	\$ 13,865,331	\$ 12,287,087	\$ 315,704
Restricted cash and investments held by fiscal agents	-	-	-	-
Accounts receivable, net	75,914	445,060	-	-
Taxes receivable	-	-	-	-
Grants receivable	248,797	-	-	-
Loans and notes receivable, net	-	-	-	-
<b>Total assets</b>	<b>\$ 5,328,927</b>	<b>\$ 14,310,391</b>	<b>\$ 12,287,087</b>	<b>\$ 315,704</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	224,122	12,011	1,168	-
Due to other funds	-	-	-	-
Unearned revenues	-	138,857	-	-
<b>Total liabilities</b>	<b>224,122</b>	<b>150,868</b>	<b>1,168</b>	<b>-</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue	-	-	-	-
<b>Total deferred inflows of resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balances:</b>				
Restricted	5,104,805	14,159,523	12,285,919	315,704
<b>Total fund balances</b>	<b>5,104,805</b>	<b>14,159,523</b>	<b>12,285,919</b>	<b>315,704</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 5,328,927</b>	<b>\$ 14,310,391</b>	<b>\$ 12,287,087</b>	<b>\$ 315,704</b>

(Continued)

**City of San Mateo**  
**Combining Balance Sheet (Continued)**  
**Non-Major Governmental Funds**  
**June 30, 2023**

	Special Revenue	Debt Service		Capital Projects
	Commercial Linkage Fee Fund	Landfill Bonds Fund	General Obligation Bonds Fund	2% Hotel Tax Fund
<b>ASSETS</b>				
Cash and investments	\$ 3,245,851	\$ 3,908,617	\$ 6,661,454	\$ 1,450,000
Restricted cash and investments held by fiscal agents	-	-	-	81,429
Accounts receivable, net	-	50,000	-	-
Taxes receivable	-	-	-	111,048
Grants receivable	-	-	-	-
Loans and notes receivable, net	-	-	-	-
<b>Total assets</b>	<u>\$ 3,245,851</u>	<u>\$ 3,958,617</u>	<u>\$ 6,661,454</u>	<u>\$ 1,642,477</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	-	4,850	-	2,947
Due to other funds	-	-	-	1,380,618
Unearned revenues	-	-	-	-
<b>Total liabilities</b>	<u>-</u>	<u>4,850</u>	<u>-</u>	<u>1,383,565</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenue	-	-	-	-
<b>Total deferred inflows of resources</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances:</b>				
Restricted	3,245,851	3,953,767	6,661,454	258,912
<b>Total fund balances</b>	<u>3,245,851</u>	<u>3,953,767</u>	<u>6,661,454</u>	<u>258,912</u>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<u>\$ 3,245,851</u>	<u>\$ 3,958,617</u>	<u>\$ 6,661,454</u>	<u>\$ 1,642,477</u>

(Continued)

**City of San Mateo**  
**Combining Balance Sheet (Continued)**  
**Non-Major Governmental Funds**  
**June 30, 2023**

	Total Other Governmental Funds
<hr/>	
<b>ASSETS</b>	
Cash and investments	\$ 55,088,931
Restricted cash and investments held by fiscal agents	81,429
Accounts receivable, net	1,114,808
Taxes receivable	345,757
Grants receivable	1,012,865
Loans and notes receivable, net	3,900,484
<b>Total assets</b>	<u><u>\$ 61,544,274</u></u>
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	
<b>Liabilities:</b>	
Accounts payable	361,403
Due to other funds	1,700,240
Unearned revenues	469,297
<b>Total liabilities</b>	<u>2,530,940</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue	268,468
<b>Total deferred inflows of resources</b>	<u>268,468</u>
 <b>Fund Balances:</b>	
Restricted	58,744,866
<b>Total fund balances</b>	<u>58,744,866</u>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<u><u>\$ 61,544,274</u></u>
	(Concluded)



**City of San Mateo**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Special Revenue			
	Police Grants Fund	Community Development Block Grant Fund	HOME Fund	City Housing Fund
<b>REVENUES:</b>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Other taxes	-	-	-	-
Fines, forfeitures and penalties	150,450	-	-	-
Intergovernmental	669,346	527,569	-	-
Charges for services	-	-	-	-
Investment income	5,991	-	-	-
Assessments and garbage collection	-	-	-	-
Impact fees	-	-	-	-
Capital contributions	-	-	-	461
Other revenues	-	1,319	29,737	-
<b>Total revenues</b>	<b>825,787</b>	<b>528,888</b>	<b>29,737</b>	<b>461</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	-	466,530	-	91,976
Public safety:				
Police	680,037	-	-	-
Public works	-	-	-	-
Non-departmental	-	-	-	-
Capital outlay	-	-	-	-
Debt service:				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
<b>Total expenditures</b>	<b>680,037</b>	<b>466,530</b>	<b>-</b>	<b>91,976</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>145,750</b>	<b>62,358</b>	<b>29,737</b>	<b>(91,515)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	(14,495)	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(14,495)</b>	<b>-</b>	<b>-</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>145,750</b>	<b>47,863</b>	<b>29,737</b>	<b>(91,515)</b>
<b>FUND BALANCES:</b>				
Beginning of year	245,851	357,299	373,028	1,057,614
End of year	\$ 391,601	\$ 405,162	\$ 402,765	\$ 966,099

(Continued)

**City of San Mateo**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Special Revenue			
	Low & Moderate Income Housing Fund	Permanent Local Housing Allocation Fund	Gas Tax Fund	Road Maintenance and Rehabilitation Fund
<b>REVENUES:</b>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Other taxes	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Intergovernmental	-	474,810	2,675,389	2,360,099
Charges for services	-	-	-	-
Investment income	68,999	319	37,507	85,218
Assessments and garbage collection	-	-	-	-
Impact fees	-	-	-	-
Capital contributions	-	-	-	-
Other revenues	408,192	-	-	-
<b>Total revenues</b>	<b>477,191</b>	<b>475,129</b>	<b>2,712,896</b>	<b>2,445,317</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	96,188	434,333	-	-
Public safety:				
Police	-	-	-	-
Public works	-	-	-	-
Non-departmental	-	-	-	-
Capital outlay	-	-	-	-
Debt service:				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
<b>Total expenditures</b>	<b>96,188</b>	<b>434,333</b>	<b>-</b>	<b>-</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>381,003</b>	<b>40,796</b>	<b>2,712,896</b>	<b>2,445,317</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	(2,525,972)	(190)
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>(2,525,972)</b>	<b>(190)</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>381,003</b>	<b>40,796</b>	<b>186,924</b>	<b>2,445,127</b>
<b>FUND BALANCES:</b>				
Beginning of year	4,330,507	(38,081)	1,080,836	2,166,192
End of year	<u>\$ 4,711,510</u>	<u>\$ 2,715</u>	<u>\$ 1,267,760</u>	<u>\$ 4,611,319</u>

(Continued)

**City of San Mateo**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Special Revenue			
	Advance Planning Fund	Solid Waste Fund	Parks and Recreation Fund	Traffic Impact Fee Fund
<b>REVENUES:</b>				
Property taxes	\$ -	\$ -	\$ -	\$ -
Other taxes	-	-	-	-
Fines, forfeitures and penalties	-	691,842	-	-
Intergovernmental	324,711	134,958	-	-
Charges for services	1,775,250	890,148	-	-
Investment income	138,084	365,779	347,980	7,849
Assessments and garbage collection	-	1,413,357	151,331	-
Impact fees	-	-	27,172	10,354
Capital contributions	-	750,000	-	-
Other revenues	-	110,424	-	-
<b>Total revenues</b>	<b>2,238,045</b>	<b>4,356,508</b>	<b>526,483</b>	<b>18,203</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	1,738,143	-	-	-
Public safety:				
Police	-	-	-	-
Public works	-	2,236,953	-	-
Non-departmental	-	-	16,390	-
Capital outlay	-	1,850	-	-
Debt service:				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
<b>Total expenditures</b>	<b>1,738,143</b>	<b>2,238,803</b>	<b>16,390</b>	<b>-</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>499,902</b>	<b>2,117,705</b>	<b>510,093</b>	<b>18,203</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	-	40,085
Transfers out	-	(136,267)	(350,493)	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(136,267)</b>	<b>(350,493)</b>	<b>40,085</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>499,902</b>	<b>1,981,438</b>	<b>159,600</b>	<b>58,288</b>
<b>FUND BALANCES:</b>				
Beginning of year	4,604,903	12,178,085	12,126,319	257,416
End of year	\$ 5,104,805	\$ 14,159,523	\$ 12,285,919	\$ 315,704

(Continued)

**City of San Mateo**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Special Revenue	Debt Service		Capital Projects
	Commercial Linkage Fee Fund	Landfill Bonds Fund	General Obligation Bonds Fund	2% Hotel Tax Fund
<b>REVENUES:</b>				
Property taxes	\$ -	\$ -	\$ 2,666,670	\$ -
Other taxes	-	-	-	1,022,922
Fines, forfeitures and penalties	-	-	-	-
Intergovernmental	-	-	-	-
Charges for services	-	-	-	-
Investment income	91,269	103,551	158,124	2,146
Assessments and garbage collection	-	600,000	-	-
Impact fees	-	-	-	-
Capital contributions	-	-	-	-
Other revenues	-	-	-	-
<b>Total revenues</b>	<b>91,269</b>	<b>703,551</b>	<b>2,824,794</b>	<b>1,025,068</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	-	-	-	-
Public safety:				
Police	-	-	-	-
Public works	-	86,507	-	-
Non-departmental	4,936	-	117,097	118,766
Capital outlay	-	-	-	-
Debt service:				
Principal	-	-	2,375,000	488,419
Interest and fiscal charges	-	-	2,298,150	245,142
<b>Total expenditures</b>	<b>4,936</b>	<b>86,507</b>	<b>4,790,247</b>	<b>852,327</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>86,333</b>	<b>617,044</b>	<b>(1,965,453)</b>	<b>172,741</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	2,692,749	1,450,000
Transfers out	-	(30,986)	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(30,986)</b>	<b>2,692,749</b>	<b>1,450,000</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>86,333</b>	<b>586,058</b>	<b>727,296</b>	<b>1,622,741</b>
<b>FUND BALANCES:</b>				
Beginning of year	3,159,518	3,367,709	5,934,158	(1,363,829)
End of year	<u>\$ 3,245,851</u>	<u>\$ 3,953,767</u>	<u>\$ 6,661,454</u>	<u>\$ 258,912</u>

(Continued)

**City of San Mateo**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Non-Major Governmental Funds**  
**For the Year Ended June 30, 2023**

	Total Other Governmental Funds
<b>REVENUES:</b>	
Property taxes	\$ 2,666,670
Other taxes	1,022,922
Fines, forfeitures and penalties	842,292
Intergovernmental	7,166,882
Charges for services	2,665,398
Investment income	1,412,816
Assessments and garbage collection	2,164,688
Impact fees	37,526
Capital contributions	750,461
Other revenues	549,672
<b>Total revenues</b>	<u>19,279,327</u>
<b>EXPENDITURES:</b>	
Current:	
Community development	2,827,170
Public safety:	
Police	680,037
Public works	2,323,460
Non-departmental	257,189
Capital outlay	1,850
Debt service:	
Principal	2,863,419
Interest and fiscal charges	2,543,292
<b>Total expenditures</b>	<u>11,496,417</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>7,782,910</u>
<b>OTHER FINANCING SOURCES (USES):</b>	
Transfers in	4,182,834
Transfers out	(3,058,403)
<b>Total other financing sources (uses)</b>	<u>1,124,431</u>
<b>NET CHANGES IN FUND BALANCES</b>	8,907,341
<b>FUND BALANCES:</b>	
Beginning of year	49,837,525
End of year	<u><u>\$ 58,744,866</u></u>
	(Concluded)

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**General Projects Capital Projects Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Sales taxes	\$ 3,110,000	\$ 3,110,000	\$ 4,681,991	\$ 1,571,991
Intergovernmental	-	651,913	3,838,925	3,187,012
Investment income	-	-	555,878	555,878
Assessments and garbage collection	386,000	386,000	538,032	152,032
Impact fees	1,241,944	1,241,944	109,538	(1,132,406)
Other revenues	550,000	550,000	74,311	(475,689)
<b>Total revenues</b>	<b>5,287,944</b>	<b>5,939,857</b>	<b>9,798,675</b>	<b>3,858,818</b>
<b>EXPENDITURES:</b>				
Capital outlay	193,267,018	195,021,684	24,797,444	170,224,240
Debt service:				
Principal	-	-	589,493	(589,493)
Interest and fiscal charges	-	-	74,898	(74,898)
<b>Total expenditures</b>	<b>193,267,018</b>	<b>195,021,684</b>	<b>25,461,835</b>	<b>169,559,849</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(187,979,074)</b>	<b>(189,081,827)</b>	<b>(15,663,160)</b>	<b>(165,701,031)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	14,895,000	15,810,132	14,367,959	(1,442,173)
Transfers out	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>14,895,000</b>	<b>15,810,132</b>	<b>14,367,959</b>	<b>(1,442,173)</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (173,084,074)</b>	<b>\$ (173,271,695)</b>	<b>(1,295,201)</b>	<b>\$ (171,976,494)</b>
<b>FUND BALANCES:</b>				
Beginning of year			55,481,647	
End of year			\$ 54,186,446	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Police Grants Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Fines, forfeitures and penalties	\$ -	\$ -	\$ 150,450	\$ 150,450
Intergovernmental	544,373	801,743	669,346	(132,397)
Investment income	5,000	5,000	5,991	991
<b>Total revenues</b>	<b>549,373</b>	<b>806,743</b>	<b>825,787</b>	<b>19,044</b>
<b>EXPENDITURES:</b>				
Current:				
Public safety:				
Police	819,086	1,055,368	680,037	375,331
Capital outlay	-	21,088	-	21,088
<b>Total expenditures</b>	<b>819,086</b>	<b>1,076,456</b>	<b>680,037</b>	<b>396,419</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (269,713)</b>	<b>\$ (269,713)</b>	<b>145,750</b>	<b>\$ 415,463</b>
<b>FUND BALANCES:</b>				
Beginning of year			245,851	
End of year			\$ 391,601	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Community Development Block Grant Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 732,000	\$ 732,000	\$ 527,569	\$ (204,431)
Other revenues	8,000	8,000	1,319	(6,681)
<b>Total revenues</b>	<u>740,000</u>	<u>740,000</u>	<u>528,888</u>	<u>(211,112)</u>
<b>EXPENDITURES:</b>				
Current:				
Community development	<u>257,384</u>	<u>502,076</u>	<u>466,530</u>	<u>35,546</u>
<b>Total expenditures</b>	<u>257,384</u>	<u>502,076</u>	<u>466,530</u>	<u>35,546</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>482,616</u>	<u>237,924</u>	<u>62,358</u>	<u>(246,658)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	<u>(410,000)</u>	<u>(410,000)</u>	<u>(14,495)</u>	<u>395,505</u>
<b>Total other financing sources (uses)</b>	<u>(410,000)</u>	<u>(410,000)</u>	<u>(14,495)</u>	<u>395,505</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>\$ 72,616</u>	<u>\$ (172,076)</u>	<u>47,863</u>	<u>\$ 148,847</u>
<b>FUND BALANCES:</b>				
Beginning of year			<u>357,299</u>	
End of year			<u>\$ 405,162</u>	



**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**HOME Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Other revenues	\$ 15,000	\$ 15,000	\$ 29,737	\$ 14,737
<b>Total revenues</b>	<u>15,000</u>	<u>15,000</u>	<u>29,737</u>	<u>14,737</u>
<b>EXPENDITURES:</b>				
Current:				
Community development	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
<b>Total expenditures</b>	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>29,737</u>	<u>\$ 24,737</u>
<b>FUND BALANCES:</b>				
Beginning of year			<u>373,028</u>	
End of year			<u>\$ 402,765</u>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**City Housing Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Investment income	\$ 18,000	\$ 18,000	\$ -	\$ (18,000)
Capital contributions	50,000	50,000	461	(49,539)
Other revenues	16,000	16,000	-	(16,000)
<b>Total revenues</b>	<b>84,000</b>	<b>84,000</b>	<b>461</b>	<b>(83,539)</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	198,500	228,500	91,976	136,524
<b>Total expenditures</b>	<b>198,500</b>	<b>228,500</b>	<b>91,976</b>	<b>136,524</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(114,500)</b>	<b>(144,500)</b>	<b>(91,515)</b>	<b>(220,063)</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (114,500)</b>	<b>\$ (144,500)</b>	<b>(91,515)</b>	<b>\$ 52,985</b>
<b>FUND BALANCES:</b>				
Beginning of year			1,057,614	
End of year			<b>\$ 966,099</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Low and Moderate Income Housing Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Investment income	\$ 64,000	\$ 64,000	\$ 68,999	\$ 4,999
Other revenues	214,000	214,000	408,192	194,192
<b>Total revenues</b>	<b>278,000</b>	<b>278,000</b>	<b>477,191</b>	<b>199,191</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	146,793	148,793	96,188	52,605
<b>Total expenditures</b>	<b>146,793</b>	<b>148,793</b>	<b>96,188</b>	<b>52,605</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 131,207</b>	<b>\$ 129,207</b>	<b>381,003</b>	<b>\$ 146,586</b>
<b>FUND BALANCES:</b>				
Beginning of year			4,330,507	
End of year			<u>\$ 4,711,510</u>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Permanent Local Housing Allocation Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 1,031,409	\$ 1,562,818	\$ 474,810	\$ (1,088,008)
Investment income	-	-	319	319
<b>Total revenues</b>	<u>1,031,409</u>	<u>1,562,818</u>	<u>475,129</u>	<u>(1,087,689)</u>
<b>EXPENDITURES:</b>				
Current:				
Community development	<u>500,000</u>	<u>1,160,245</u>	<u>434,333</u>	<u>725,912</u>
<b>Total expenditures</b>	<u>500,000</u>	<u>1,160,245</u>	<u>434,333</u>	<u>725,912</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>\$ 531,409</u>	<u>\$ 402,573</u>	<u>40,796</u>	<u>\$ (361,777)</u>
<b>FUND BALANCES:</b>				
Beginning of year			(38,081)	
End of year			<u>\$ 2,715</u>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Gas Tax Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 3,004,154	\$ 3,004,154	\$ 2,675,389	\$ (328,765)
Investment income	12,000	12,000	37,507	25,507
<b>Total revenues</b>	<b>3,016,154</b>	<b>3,016,154</b>	<b>2,712,896</b>	<b>(303,258)</b>
<b>OTHER FINANCING (USES):</b>				
Transfers out	(2,734,500)	(2,734,500)	(2,525,972)	208,528
<b>Total other financing (uses)</b>	<b>(2,734,500)</b>	<b>(2,734,500)</b>	<b>(2,525,972)</b>	<b>208,528</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 281,654</b>	<b>\$ 281,654</b>	<b>186,924</b>	<b>\$ (94,730)</b>
<b>FUND BALANCES:</b>				
Beginning of year			1,080,836	
End of year			<b>\$ 1,267,760</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Road Maintenance and Rehabilitation Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 2,348,876	\$ 2,348,876	\$ 2,360,099	\$ 11,223
Investment income	15,000	15,000	85,218	70,218
<b>Total revenues</b>	<b>2,363,876</b>	<b>2,363,876</b>	<b>2,445,317</b>	<b>81,441</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	(2,000,000)	(2,000,000)	(190)	1,999,810
<b>Total other financing sources (uses)</b>	<b>(2,000,000)</b>	<b>(2,000,000)</b>	<b>(190)</b>	<b>1,999,810</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 363,876</b>	<b>\$ 363,876</b>	<b>2,445,127</b>	<b>\$ 2,081,251</b>
<b>FUND BALANCES:</b>				
Beginning of year			2,166,192	
End of year			<b>\$ 4,611,319</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Advance Planning Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 286,603	\$ 286,603	\$ 324,711	\$ 38,108
Charges for services	1,700,000	1,700,000	1,775,250	75,250
Investment income	89,000	89,000	138,084	49,084
<b>Total revenues</b>	<b>2,075,603</b>	<b>2,075,603</b>	<b>2,238,045</b>	<b>162,442</b>
<b>EXPENDITURES:</b>				
Current:				
Community development	1,777,973	1,904,075	1,738,143	165,932
<b>Total expenditures</b>	<b>1,777,973</b>	<b>1,904,075</b>	<b>1,738,143</b>	<b>165,932</b>
<b>REVENUES OVER</b>				
<b>(UNDER) EXPENDITURES</b>	<b>297,630</b>	<b>171,528</b>	<b>499,902</b>	<b>(3,490)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	-	(115,600)	-	115,600
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>(115,600)</b>	<b>-</b>	<b>115,600</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 297,630</b>	<b>\$ 55,928</b>	<b>499,902</b>	<b>\$ 112,110</b>
<b>FUND BALANCES:</b>				
Beginning of year			4,604,903	
End of year			<b>\$ 5,104,805</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Solid Waste Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Fines, forfeitures and penalties	\$ 400,000	\$ 400,000	\$ 691,842	\$ 291,842
Intergovernmental	214,000	214,000	134,958	(79,042)
Charges for services	750,000	750,000	890,148	140,148
Investment income	155,000	155,000	365,779	210,779
Assessments and garbage collection	1,076,160	1,076,160	1,413,357	337,197
Capital contributions	750,000	750,000	750,000	-
Other revenues	82,000	82,000	110,424	28,424
<b>Total revenues</b>	<b>3,427,160</b>	<b>3,427,160</b>	<b>4,356,508</b>	<b>929,348</b>
<b>EXPENDITURES:</b>				
Current:				
Public works	2,685,571	2,719,926	2,236,953	482,973
Capital outlay	-	-	1,850	(1,850)
<b>Total expenditures</b>	<b>2,685,571</b>	<b>2,719,926</b>	<b>2,238,803</b>	<b>481,123</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>741,589</b>	<b>707,234</b>	<b>2,117,705</b>	<b>448,225</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	(750,000)	(750,000)	(136,267)	613,733
<b>Total other financing sources (uses)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(136,267)</b>	<b>613,733</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (8,411)</b>	<b>\$ (42,766)</b>	<b>1,981,438</b>	<b>\$ 1,061,958</b>
<b>FUND BALANCES:</b>				
Beginning of year			12,178,085	
End of year			<u>\$ 14,159,523</u>	



**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Parks and Recreation Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Charges for services	\$ 2,241,054	\$ 2,241,054	\$ -	\$ (2,241,054)
Investment income	182,000	182,000	347,980	165,980
Assessments and garbage collection	-	-	151,331	151,331
Impact fees	-	-	27,172	27,172
<b>Total revenues</b>	<b>2,423,054</b>	<b>2,423,054</b>	<b>526,483</b>	<b>(1,896,571)</b>
<b>EXPENDITURES:</b>				
Current:				
Non-departmental	16,390	16,390	16,390	-
<b>Total expenditures</b>	<b>16,390</b>	<b>16,390</b>	<b>16,390</b>	<b>-</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>2,406,664</b>	<b>2,406,664</b>	<b>510,093</b>	<b>(1,896,571)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	(725,000)	(725,000)	(350,493)	374,507
<b>Total other financing sources (uses)</b>	<b>(725,000)</b>	<b>(725,000)</b>	<b>(350,493)</b>	<b>374,507</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 1,681,664</b>	<b>\$ 1,681,664</b>	<b>159,600</b>	<b>\$ (1,522,064)</b>
<b>FUND BALANCES:</b>				
Beginning of year			12,126,319	
End of year			<b>\$ 12,285,919</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Traffic Impact Fee Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Investment income	\$ 32,000	\$ 32,000	\$ 7,849	\$ (24,151)
Impact fees	2,500,000	2,500,000	10,354	(2,489,646)
<b>Total revenues</b>	<b>2,532,000</b>	<b>2,532,000</b>	<b>18,203</b>	<b>(2,513,797)</b>
<b>OTHER FINANCING (USES):</b>				
Transfers in	(222,000)	(222,000)	40,085	262,085
<b>Total other financing (uses)</b>	<b>(222,000)</b>	<b>(222,000)</b>	<b>40,085</b>	<b>262,085</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ 2,310,000</b>	<b>\$ 2,310,000</b>	<b>58,288</b>	<b>\$ (2,251,712)</b>
<b>FUND BALANCES:</b>				
Beginning of year			257,416	
End of year			<b>\$ 315,704</b>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Commercial Linkage Fee Special Revenue Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Fines, forfeitures and penalties	\$ 5,000,000	\$ 5,000,000	\$ -	\$ (5,000,000)
Investment income	109,000	109,000	91,269	(17,731)
<b>Total revenues</b>	5,109,000	5,109,000	91,269	(5,017,731)
<b>EXPENDITURES:</b>				
Current:				
Non-departmental	4,936	4,936	4,936	-
<b>Total expenditures</b>	4,936	4,936	4,936	-
<b>NET CHANGES IN FUND BALANCES</b>	<u>\$ 5,104,064</u>	<u>\$ 5,104,064</u>	86,333	<u>\$ (5,017,731)</u>
<b>FUND BALANCES:</b>				
Beginning of year			3,159,518	
End of year			<u>\$ 3,245,851</u>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**Landfill Bonds Debt Service Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Investment income	\$ 54,000	\$ 54,000	\$ 103,551	\$ 49,551
Assessments and garbage collection	600,000	600,000	600,000	-
<b>Total revenues</b>	654,000	654,000	703,551	49,551
<b>EXPENDITURES:</b>				
Current:				
Public works	96,858	97,358	86,507	10,851
<b>Total expenditures</b>	96,858	97,358	86,507	10,851
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	557,142	556,642	617,044	38,700
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	-	-	(30,986)	(30,986)
<b>Total other financing sources (uses)</b>	-	-	(30,986)	(30,986)
<b>NET CHANGES IN FUND BALANCES</b>	\$ 557,142	\$ 556,642	586,058	\$ 29,416
<b>FUND BALANCES:</b>				
Beginning of year			3,367,709	
End of year			\$ 3,953,767	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**General Obligation Bonds Debt Service Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Property taxes	\$ 2,041,250	\$ 2,041,250	\$ 2,666,670	\$ 625,420
Investment income	97,000	97,000	158,124	61,124
<b>Total revenues</b>	<u>2,138,250</u>	<u>2,138,250</u>	<u>2,824,794</u>	<u>686,544</u>
<b>EXPENDITURES:</b>				
Current:				
Non-departmental	118,027	118,027	117,097	930
Debt service:				
Principal	2,375,000	2,375,000	2,375,000	-
Interest and fiscal charges	2,298,150	2,298,150	2,298,150	-
<b>Total expenditures</b>	<u>4,791,177</u>	<u>4,791,177</u>	<u>4,790,247</u>	<u>930</u>
<b>REVENUES OVER</b>				
<b>(UNDER) EXPENDITURES</b>	<u>(2,652,927)</u>	<u>(2,652,927)</u>	<u>(1,965,453)</u>	<u>687,474</u>
<b>OTHER FINANCING SOURCES:</b>				
Transfers in	2,692,749	2,692,749	2,692,749	-
<b>Total other financing sources</b>	<u>2,692,749</u>	<u>2,692,749</u>	<u>2,692,749</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	<u>\$ 39,822</u>	<u>\$ 39,822</u>	<u>727,296</u>	<u>\$ 687,474</u>
<b>FUND BALANCES:</b>				
Beginning of year			5,934,158	
End of year			<u>\$ 6,661,454</u>	

**City of San Mateo**  
**Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual**  
**2% Hotel Tax Capital Projects Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Favorable/ (Unfavorable)
<b>REVENUES:</b>				
Other taxes	\$ 538,750	\$ 538,750	\$ 1,022,922	\$ 484,172
Investment income	-	-	2,146	2,146
<b>Total revenues</b>	<b>538,750</b>	<b>538,750</b>	<b>1,025,068</b>	<b>486,318</b>
<b>EXPENDITURES:</b>				
Current:				
Non-departmental	136,166	140,667	118,766	21,901
Debt service:				
Principal	480,000	480,000	488,419	(8,419)
Interest and fiscal charges	240,000	240,000	245,142	(5,142)
<b>Total expenditures</b>	<b>856,166</b>	<b>860,667</b>	<b>852,327</b>	<b>8,340</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(317,416)</b>	<b>(321,917)</b>	<b>172,741</b>	<b>494,658</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	1,450,000	1,450,000	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>-</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (317,416)</b>	<b>\$ 1,128,083</b>	<b>1,622,741</b>	<b>\$ 494,658</b>
<b>FUND BALANCES:</b>				
Beginning of year			(1,363,829)	
End of year			\$ 258,912	

## Internal Service Funds

***Workers' Compensation Insurance Fund*** accounts for all workers' compensation self-insurance activities.

***Dental Self-Insurance Fund*** accounts for the City's self-insurance activities related to the dental plan the City provides to its employees.

***Benefits Fund*** accounts for charges to other funds and expenditures relating to employee benefits other than those accounted for in the Worker Compensation and Dental Self-Insurance Funds.

***Comprehensive Liability Insurance Fund*** accounts for the general liability self-insurance transactions.

***Vehicle and Equipment Replacement Fund*** accounts for rental charges to City departments and the replacement of vehicles and equipment.

***Fleet and Building Maintenance Fund*** accounts for the charges to user departments and the expenses relating to the maintenance of City vehicles and buildings.

FINAL DRAFT 03.08.2024

**City of San Mateo**  
**Combining Statement of Net Position**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Workers' Compensation Insurance	Dental Self-Insurance	Benefits	Comprehensive Liability Insurance
<b>ASSETS</b>				
Current assets:				
Cash and investments	\$ 18,032,571	\$ 853,790	\$ -	\$ 2,696,177
Accounts receivable, net	-	-	728,477	-
Due from other funds	87,868	-	-	-
Prepaid items, inventory, and deposits	395,000	147,000	-	30,000
Total current assets	18,515,439	1,000,790	728,477	2,726,177
Noncurrent assets:				
Capital assets:				
Depreciable, net	-	-	-	-
Total capital assets	-	-	-	-
Total noncurrent assets	-	-	-	-
<b>Total assets</b>	<b>18,515,439</b>	<b>1,000,790</b>	<b>728,477</b>	<b>2,726,177</b>
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable	24,796	2,066	21,219	173,626
Due to other funds	-	-	87,868	-
Deposits payable	-	-	65,114	-
Claims payable - due within one year	2,396,000	-	-	7,074,000
Total current liabilities	2,420,796	2,066	174,201	7,247,626
Noncurrent liabilities:				
Claims payable - due in more than one year	9,704,000	-	-	7,536,000
Total noncurrent liabilities	9,704,000	-	-	7,536,000
<b>Total liabilities</b>	<b>12,124,796</b>	<b>2,066</b>	<b>174,201</b>	<b>14,783,626</b>
<b>NET POSITION</b>				
Investment in capital assets	-	-	-	-
Unrestricted (deficit)	6,390,643	998,724	554,276	(12,057,449)
<b>Total net position</b>	<b>\$ 6,390,643</b>	<b>\$ 998,724</b>	<b>\$ 554,276</b>	<b>\$ (12,057,449)</b>



**City of San Mateo**  
**Combining Statement of Net Position (Continued)**  
**All Internal Service Funds**  
**June 30, 2023**

	Vehicle and Equipment Replacement	Fleet and Building Maintenance	Total
<b>ASSETS</b>			
Current assets:			
Cash and investments	\$ 12,994,930	\$ 1,023,811	\$ 35,601,279
Accounts receivable, net	-	1,560	730,037
Due from other funds	-	-	87,868
Prepaid items, inventory, and deposits	-	32,174	604,174
Total current assets	12,994,930	1,057,545	37,023,358
Noncurrent assets:			
Capital assets:			
Depreciable, net	6,114,177	47,376	6,161,553
Total capital assets	6,114,177	47,376	6,161,553
Total noncurrent assets	6,114,177	47,376	6,161,553
<b>Total assets</b>	<b>19,109,107</b>	<b>1,104,921</b>	<b>43,184,911</b>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	340,252	266,443	828,402
Due to other funds	-	-	87,868
Deposits payable	-	-	65,114
Claims payable - due within one year	-	-	9,470,000
Total current liabilities	340,252	266,443	10,451,384
Noncurrent liabilities:			
Claims payable - due in more than one year	-	-	17,240,000
Total noncurrent liabilities	-	-	17,240,000
<b>Total liabilities</b>	<b>340,252</b>	<b>266,443</b>	<b>27,691,384</b>
<b>NET POSITION</b>			
Investment in capital assets	6,114,177	47,376	6,161,553
Unrestricted (deficit)	12,654,678	791,102	9,331,974
<b>Total net position</b>	<b>\$ 18,768,855</b>	<b>\$ 838,478</b>	<b>\$ 15,493,527</b>

**City of San Mateo**  
**Combining Statement of Revenues, Expenses, and Changes in Net Position**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Workers' Compensation Insurance	Dental Self-Insurance	Benefits	Comprehensive Liability Insurance
<b>OPERATING REVENUES:</b>				
Charges for services	\$ 4,684,475	\$ 743,759	\$ 42,265,473	\$ 2,237,000
Other	1,279	-	-	2,780
<b>Total operating revenues</b>	<b>4,685,754</b>	<b>743,759</b>	<b>42,265,473</b>	<b>2,239,780</b>
<b>OPERATING EXPENSES:</b>				
Costs of sales and services	2,030,320	823,469	10,317,078	15,632,208
Administration	395,419	-	31,128,001	174,103
Depreciation and amortization	-	-	-	-
<b>Total operating expenses</b>	<b>2,425,739</b>	<b>823,469</b>	<b>41,445,079</b>	<b>15,806,311</b>
<b>OPERATING INCOME (LOSS)</b>	<b>2,260,015</b>	<b>(79,710)</b>	<b>820,394</b>	<b>(13,566,531)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Investment income	500,215	-	-	26,419
Gain on sale of capital assets	-	-	-	-
<b>Total nonoperating revenues (expenses)</b>	<b>500,215</b>	<b>-</b>	<b>-</b>	<b>26,419</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>2,760,230</b>	<b>(79,710)</b>	<b>820,394</b>	<b>(13,540,112)</b>
<b>TRANSFERS:</b>				
Transfers in	-	-	-	3,000,000
Transfers out	(1,500,000)	-	-	-
<b>Total transfers</b>	<b>(1,500,000)</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>
<b>Changes in net position</b>	<b>1,260,230</b>	<b>(79,710)</b>	<b>820,394</b>	<b>(10,540,112)</b>
<b>NET POSITION:</b>				
Beginning of year	5,130,413	1,078,434	(266,118)	(1,517,337)
End of year	<u>\$ 6,390,643</u>	<u>\$ 998,724</u>	<u>\$ 554,276</u>	<u>\$ (12,057,449)</u>

**City of San Mateo**  
**Combining Statement of Revenues, Expenses, and Changes in Net Position (Continued)**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Vehicle & Equipment Replacement	Fleet & Building Maintenance	Total
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 1,761,522	\$ 5,562,574	\$ 57,254,803
Other	1,294	1,590	6,943
<b>Total operating revenues</b>	<b>1,762,816</b>	<b>5,564,164</b>	<b>57,261,746</b>
<b>OPERATING EXPENSES:</b>			
Costs of sales and services	600,747	3,738,672	33,142,494
Administration	-	1,740,865	33,438,388
Depreciation and amortization	1,134,418	1,021	1,135,439
<b>Total operating expenses</b>	<b>1,735,165</b>	<b>5,480,558</b>	<b>67,716,321</b>
<b>OPERATING INCOME (LOSS)</b>	<b>27,651</b>	<b>83,606</b>	<b>(10,454,575)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	389,108	-	915,742
Gain on sale of capital assets	(10,499)	-	(10,499)
<b>Total nonoperating revenues (expenses)</b>	<b>378,609</b>	<b>-</b>	<b>905,243</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>406,260</b>	<b>83,606</b>	<b>(9,549,332)</b>
<b>TRANSFERS:</b>			
Transfers in	704,000	-	3,704,000
Transfers out	(1,497,903)	-	(2,997,903)
<b>Total transfers</b>	<b>(793,903)</b>	<b>-</b>	<b>706,097</b>
<b>Changes in net position</b>	<b>(387,643)</b>	<b>83,606</b>	<b>(8,843,235)</b>
<b>NET POSITION:</b>			
Beginning of year	19,156,498	754,872	24,336,762
End of year	<u>\$ 18,768,855</u>	<u>\$ 838,478</u>	<u>\$ 15,493,527</u>

**City of San Mateo**  
**Combining Statement of Cash Flows**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Workers' Compensation Insurance	Dental Self-Insurance	Benefits	Comprehensive Liability Insurance
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Cash received from customers	\$ 4,684,475	\$ 743,759	\$ 41,536,996	\$ 2,237,000
Cash payments to suppliers for goods and services	(2,221,708)	(823,276)	(68,887)	(2,929,601)
Cash payments to employees for services	(394,976)	-	(41,445,079)	(142,590)
Cash received from others	1,279	-	-	2,780
<b>Net cash provided by (used in) operating activities</b>	<b>2,069,070</b>	<b>(79,517)</b>	<b>23,030</b>	<b>(832,411)</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
Interfund borrowing (lending)	23,030	-	-	-
Repayment of interfund borrowing (lending)	-	-	(23,030)	-
Transfers in	-	-	-	3,000,000
Transfers out	(1,500,000)	-	-	-
<b>Net cash provided by (used in) noncapital financing activities</b>	<b>(1,476,970)</b>	<b>-</b>	<b>(23,030)</b>	<b>3,000,000</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Proceeds from sale of capital assets	-	-	-	-
Acquisition of capital assets, net	-	-	-	-
<b>Net cash (used in) capital and related financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Investment income received	500,215	-	-	26,419
<b>Net cash (used in) investing activities</b>	<b>500,215</b>	<b>-</b>	<b>-</b>	<b>26,419</b>
<b>Net change in cash and cash equivalents</b>	<b>1,092,315</b>	<b>(79,517)</b>	<b>-</b>	<b>2,194,008</b>
<b>CASH AND CASH EQUIVALENTS:</b>				
Beginning of year	16,940,256	933,307	-	502,169
End of year	<u>\$ 18,032,571</u>	<u>\$ 853,790</u>	<u>\$ -</u>	<u>\$ 2,696,177</u>

(Continued)

**City of San Mateo**  
**Combining Statement of Cash Flows (Continued)**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Workers' Compensation Insurance	Dental Self-Insurance	Benefits	Comprehensive Liability Insurance
<b>RECONCILIATION OF OPERATING INCOME (LOSS)</b>				
<b>TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES:</b>				
Operating income (loss)	\$ 2,260,015	\$ (79,710)	\$ 820,394	\$ (13,566,531)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation	-	-	-	-
Changes in operating assets and liabilities, and deferred outflows and inflows of resources:				
Accounts receivable, net	-	-	(728,477)	-
Accounts payable	(84,853)	988	(26,117)	(3,880)
Deposits payable	(9,092)	(795)	(42,770)	-
Claims payable	(97,000)	-	-	12,738,000
Total adjustments	(190,945)	193	(797,364)	12,734,120
<b>Net cash provided by (used in) operating activities</b>	<b>\$ 2,069,070</b>	<b>\$ (79,517)</b>	<b>\$ 23,030</b>	<b>\$ (832,411)</b>

(Continued)

**City of San Mateo**  
**Combining Statement of Cash Flows (Continued)**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Vehicle & Equipment Replacement	Fleet & Building Maintenance	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Cash received from customers	\$ 1,761,522	\$ 5,569,109	\$ 56,532,861
Cash payments to suppliers for goods and services	(363,514)	(3,681,371)	(10,088,357)
Cash payments to employees for services	-	(1,740,868)	(43,723,513)
Cash received from others	1,294	1,590	6,943
<b>Net cash provided by (used in) operating activities</b>	<b>1,399,302</b>	<b>148,460</b>	<b>2,727,934</b>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
Interfund borrowing (lending)	-	-	23,030
Repayment of interfund borrowing (lending)	-	-	(23,030)
Transfers in	704,000	-	3,704,000
Transfers out	(1,497,903)	-	(2,997,903)
<b>Net cash provided by noncapital financing activities</b>	<b>(793,903)</b>	<b>-</b>	<b>706,097</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Proceeds from sale of capital assets	31,879	-	31,879
Acquisition of capital assets, net	(1,740,077)	(48,397)	(1,788,474)
<b>Net cash (used in) capital and related financing activities</b>	<b>(1,708,198)</b>	<b>(48,397)</b>	<b>(1,756,595)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Investment income received	389,108	-	915,742
<b>Net cash (used in) investing activities</b>	<b>389,108</b>	<b>-</b>	<b>915,742</b>
<b>Net change in cash and cash equivalents</b>	<b>(713,691)</b>	<b>100,063</b>	<b>2,593,178</b>
<b>CASH AND CASH EQUIVALENTS:</b>			
Beginning of year	13,708,621	923,748	33,008,101
End of year	<u>\$ 12,994,930</u>	<u>\$ 1,023,811</u>	<u>\$ 35,601,279</u>

(Continued)

**City of San Mateo**  
**Combining Statement of Cash Flows (Continued)**  
**All Internal Service Funds**  
**For the Year Ended June 30, 2023**

	Vehicle & Equipment Replacement	Fleet & Building Maintenance	Total
<b>RECONCILIATION OF OPERATING INCOME (LOSS)</b>			
<b>TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES:</b>			
Operating income (loss)	\$ 27,651	\$ 83,606	\$ (10,454,575)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation	1,134,418	1,021	1,135,439
Changes in operating assets and liabilities, and deferred outflows and inflows of resources:			
Accounts receivable, net	-	6,535	(721,942)
Accounts payable	237,233	57,298	180,669
Deposits payable	-	-	(52,657)
Claims payable	-	-	12,641,000
Total adjustments	1,371,651	64,854	13,182,509
<b>Net cash provided by (used in) operating activities</b>	<b>\$ 1,399,302</b>	<b>\$ 148,460</b>	<b>\$ 2,727,934</b>

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## **Fiduciary Funds - Custodial Funds**

*San Mateo Consolidated Fire Department Custodial Fund*, accounts for assets that the City is holding for the San Mateo Consolidated Fire Department.

*CFD 2008-1 Custodial Fund*, accounts for assets that the City is holding for the Community Facilities District No. 2008-01 for which the City is acting as an agent.

*Other Custodial Fund*, accounts for assets that the City is holding for other entities for which the City is acting as an agent.

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**City of San Mateo**  
**Combining Statement of Fiduciary Net Position**  
**Fiduciary Funds - Custodial Funds**  
**June 30, 2023**

	San Mateo Consolidated			
	Fire Department	CFD 2008-1	Other	Total
<b>ASSETS</b>				
Cash and investments	\$ 138,736	\$ 3,026,064	\$ 160,303	\$ 3,325,103
Restricted cash and investments	-	3,559,554	-	3,559,554
<b>Total assets</b>	<b>138,736</b>	<b>6,585,618</b>	<b>160,303</b>	<b>6,884,657</b>
<b>LIABILITIES</b>				
Accounts payable	138,736	-	160,303	299,039
<b>Total liabilities</b>	<b>138,736</b>	<b>-</b>	<b>160,303</b>	<b>299,039</b>
<b>NET POSITION</b>				
Restricted for:				
Individuals, organizations, and other governments	-	6,585,618	-	6,585,618
<b>Total Net Position</b>	<b>\$ -</b>	<b>\$ 6,585,618</b>	<b>\$ -</b>	<b>\$ 6,585,618</b>

**City of San Mateo**  
**Combining Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds - Custodial Funds**  
**For the Year Ended June 30, 2023**

	San Mateo Consolidated			
	Fire Department	CFD 2008-1	Other	Total
<b>ADDITIONS:</b>				
Fee collections for other governments	\$ 351,820	\$ -	\$ 410,999	\$ 762,819
Special Assessments for other governments	-	4,847,772	-	4,847,772
Investment income	-	344,667	-	344,667
<b>Total additions</b>	<u>351,820</u>	<u>5,192,439</u>	<u>410,999</u>	<u>5,955,258</u>
<b>DEDUCTIONS:</b>				
Administration	-	20,804	218,484	239,288
Payments on conduit bonds - interest	-	1,874,794	-	1,874,794
Payments on conduit bonds - principal	351,820	85,685,779	192,515	86,230,114
<b>Total deductions</b>	<u>351,820</u>	<u>87,591,050</u>	<u>410,999</u>	<u>88,353,869</u>
<b>Changes in net position</b>	-	(82,398,611)	-	(82,398,611)
<b>NET POSITION:</b>				
Beginning of year	-	88,984,229	-	88,984,229
End of year	<u>\$ -</u>	<u>\$ 6,585,618</u>	<u>\$ -</u>	<u>\$ 6,585,618</u>

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## **Fiduciary Funds - Private Purpose Trust Funds**

***RDA Obligation Retirement Fund (RORF)***, established in accordance with AB 1X 26, accounts for Redevelopment Property Tax Trust Fund amounts received after January 31, 2012 to pay for Recognized Obligation Payment Schedule (ROPS) items.

***Successor Agency to RDA Merged Area Fund*** , a sub-fund of the RORF, accounts for assets and liabilities of the former RDA merged project area which were transferred to the Successor Agency upon RDA dissolution to be used for ROPS payments or redistributed to taxing entities.

***Successor Agency to RDA Housing Fund*** , a sub-fund of the RORF, accounts for assets and liabilities of the former RDA housing set aside transferred to the Successor Agency upon RDA dissolution to be used for ROPS payments or redistributed to taxing entities.

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**City of San Mateo**  
**Combining Statement of Fiduciary Net Position**  
**Fiduciary Funds - Private Purpose Trust Funds**  
**June 30, 2023**

	RDA Retirement Obligation	Successor Agency to RDA Merged Area	Successor Agency to RDA Housing	Total
<b>ASSETS</b>				
Cash and investments	\$ 5,075,023	\$ 1	\$ -	\$ 5,075,024
<b>Total assets</b>	<u>5,075,023</u>	<u>1</u>	<u>-</u>	<u>5,075,024</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred loss on refunding	-	245,084	-	245,084
<b>Total deferred outflows of resources</b>	<u>-</u>	<u>245,084</u>	<u>-</u>	<u>245,084</u>
<b>LIABILITIES</b>				
Interest payable	-	789,833	-	789,833
Long-term debt - due within one year	-	4,075,000	-	4,075,000
Long-term debt - due in more than one year	-	37,970,810	-	37,970,810
<b>Total liabilities</b>	<u>-</u>	<u>42,835,643</u>	<u>-</u>	<u>42,835,643</u>
<b>NET POSITION</b>				
Held in trust for dissolution of RDA	5,075,023	(42,590,558)	-	(37,515,535)
<b>Total Net Position (deficit)</b>	<u>\$ 5,075,023</u>	<u>\$ (42,590,558)</u>	<u>\$ -</u>	<u>\$ (37,515,535)</u>

**City of San Mateo**  
**Combining Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds - Private Purpose Trust Funds**  
**For the Year Ended June 30, 2023**

	RDA Retirement Obligation	Successor Agency to RDA Merged Area	Successor Agency to RDA Housing	Total
<b>ADDITIONS:</b>				
Investment income	\$ 198	\$ -	\$ -	\$ 198
RDA property tax trust fund distribution	83,973	5,896,627	10,000	5,990,600
Other additions	-	-	706,294	706,294
<b>Total additions</b>	<b>84,171</b>	<b>5,896,627</b>	<b>716,294</b>	<b>6,697,092</b>
<b>DEDUCTIONS:</b>				
Administration	-	10,000	10,000	20,000
Interest expense	-	2,149,317	-	2,149,317
<b>Total deductions</b>	<b>-</b>	<b>2,159,317</b>	<b>10,000</b>	<b>2,169,317</b>
<b>Changes in net position</b>	<b>84,171</b>	<b>3,737,310</b>	<b>706,294</b>	<b>4,527,775</b>
<b>NET POSITION:</b>				
Beginning of year	4,990,852	(46,327,868)	(706,294)	(42,043,310)
End of year	\$ 5,075,023	\$ (42,590,558)	\$ -	\$ (37,515,535)



## **Schedules of Assessments and Investment Fees and Related Expenditures**

***South Bayfront Levee Improvement Project*** accounts for the revenues and expenditures of assessments imposed to finance the South Bayfront Levee Improvement Project.

***South Trunk Sewer Impact Fee*** accounts for revenue and expenditures related to the development impact fee for the South Trunk area sewer improvements. The fee is imposed on all development and redevelopment served by the South Trunk line.

***Child Care Development Impact Fee*** accounts for revenues and expenditures related to the child care development fee to fund child care facilities necessitated by commercial development.

***Tree Impact Fee*** accounts for revenues and expenditures related to the tree replacement fee established on all development requiring approval of planning application, except for single-family dwelling design review applications, for the removal of existing trees on development sites.

***Cable Television Impact Fee*** accounts for revenues and expenditures related to the cable television impact fee to fund public access community television.

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**City of San Mateo**  
**General Capital Projects Fund**  
**Schedule of Assessments and Impact Fees and Related Expenditures**  
**For the Year Ended June 30, 2023**

	South Bayfront Levee Improvement Project	South Trunk Sewer Impact Fee	Child Care Development Impact Fee	Tree Impact Fee	Cable Television Impact Fee	Total Assessments and Impact Fees
<b>REVENUES:</b>						
Assessments	\$ 538,033	\$ 28,676	\$ 6,871	\$ 64,229	\$ 8,292	\$ 646,101
Interest income	-	26,793	50,584	87	24,879	102,343
<b>Total revenues</b>	<b>538,033</b>	<b>55,469</b>	<b>57,455</b>	<b>64,316</b>	<b>33,171</b>	<b>748,444</b>
<b>EXPENDITURES:</b>						
Capital outlay	12,865	-	(8,321)	132,276	34,473	171,293
Debt service	386,528	-	-	-	-	386,528
<b>Total expenditures</b>	<b>399,393</b>	<b>-</b>	<b>(8,321)</b>	<b>132,276</b>	<b>34,473</b>	<b>557,821</b>
<b>UNEXPENDED BALANCES:</b>						
Beginning of year	2,161,424	-	2,145,646	1,162,866	1,258,929	6,728,865
End of year	<u>\$ 2,300,064</u>	<u>\$ 55,469</u>	<u>\$ 2,211,422</u>	<u>\$ 1,094,906</u>	<u>\$ 1,257,627</u>	<u>\$ 6,919,488</u>

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## **STATISTICAL SECTION**

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# STATISTICAL SECTION (Unaudited)

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This part of the City of San Mateo's Annual Comprehensive Financial Reports presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial condition.

<b>Contents</b>	<b>Page</b>
<b>Financial Trends</b>	196
These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.	
<b>Revenue Capacity</b>	208
These schedules contain information to help the reader assess the City's most significant local revenues source: property tax	
<b>Debt Capacity</b>	214
These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	
<b>Demographic and Economic Information</b>	221
These schedules offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place.	
<b>Operating Information</b>	223
These schedules contain service and infrastructure data to help the reader to understand how the information in the City's financial reports relates to the services the city provides and the activities it performs.	

**City of San Mateo**  
**Net Position by Component**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	FISCAL YEAR				
	<u>2014</u>	<u>2015</u> <sup>(1)</sup>	<u>2016</u>	<u>2017</u>	<u>2018</u> <sup>(2)</sup>
Governmental Activities					
Net investment in capital assets	\$ 338,446,921	\$ 338,597,493	\$ 348,551,145	\$ 361,295,211	\$ 373,263,037
Restricted	82,599,049	35,940,430	42,628,946	43,004,559	56,180,410
Unrestricted	83,713,423	(56,568,094)	(25,485,083)	(16,647,454)	(27,694,719)
Total Governmental Activities Net Position	<u>\$ 504,759,393</u>	<u>\$ 317,969,829</u>	<u>\$ 365,695,008</u>	<u>\$ 387,652,316</u>	<u>\$ 401,748,728</u>
Business-Type Activities					
Net investment in capital assets	\$ 76,417,915	\$ 78,438,576	\$ 83,893,024	\$ 112,410,305	\$ 136,901,535
Restricted	5,982,278	11,056,422	9,457,948	17,976,147	3,019,163
Unrestricted	17,701,761	10,218,009	20,791,916	(7,096,918)	(2,674,687)
Total Business-Type Activities Net Position	<u>\$ 100,101,954</u>	<u>\$ 99,713,007</u>	<u>\$ 114,142,888</u>	<u>\$ 123,289,534</u>	<u>\$ 137,246,011</u>
Primary Government					
Net investment in capital assets	\$ 414,864,836	\$ 417,036,069	\$ 432,444,169	\$ 473,705,516	\$ 510,164,572
Restricted	88,581,327	46,996,852	52,086,894	60,980,706	59,199,573
Unrestricted	101,415,184	(46,350,085)	(4,693,167)	(23,744,372)	(30,369,406)
Total Primary Government Net Position	<u>\$ 604,861,347</u>	<u>\$ 417,682,836</u>	<u>\$ 479,837,896</u>	<u>\$ 510,941,850</u>	<u>\$ 538,994,739</u>

Notes:

(1) Significant variance in restricted and unrestricted net position was due to implementation of GASB 65, 68 and 71 in FY2015

(2) Unrestricted net position included adjustment to reflect implementation of GASB 75 in FY2018

Source: City of San Mateo Annual Comprehensive Financial Reports



**City of San Mateo**  
**Net Position by Component (Continued)**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	<b>FISCAL YEAR</b>				
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Governmental Activities					
Net investment in capital assets	\$ 374,808,638	\$ 380,800,232	\$ 392,070,528	\$ 397,780,546	\$ 384,115,038
Restricted	56,993,128	58,615,106	38,577,326	45,323,758	54,886,312
Unrestricted	(16,582,840)	(22,039,326)	(11,392,141)	6,234,558	12,405,371
Total Governmental Activities Net Position	<u>\$ 415,218,926</u>	<u>\$ 417,376,012</u>	<u>\$ 419,255,713</u>	<u>\$ 449,338,862</u>	<u>\$ 451,406,721</u>
Business-Type Activities					
Net investment in capital assets	\$ 137,297,898	\$ 154,095,718	\$ 168,133,572	\$ 135,235,423	\$ 79,620,512
Restricted	1,127,518	1,143,604	1,143,852	33,375,069	92,240,461
Unrestricted	24,223,141	39,117,768	58,834,359	109,975,918	164,051,166
Total Business-Type Activities Net Position	<u>\$ 162,648,557</u>	<u>\$ 194,357,090</u>	<u>\$ 228,111,783</u>	<u>\$ 278,586,410</u>	<u>\$ 335,912,139</u>
Primary Government					
Net investment in capital assets	\$ 512,106,536	\$ 534,895,950	\$ 560,204,100	\$ 533,015,969	\$ 463,735,550
Restricted	58,120,646	59,758,710	39,721,178	78,698,827	147,126,773
Unrestricted	7,640,301	17,078,442	47,442,218	116,210,476	176,456,537
Total Primary Government Net Position	<u>\$ 577,867,483</u>	<u>\$ 611,733,102</u>	<u>\$ 647,367,496</u>	<u>\$ 727,925,272</u>	<u>\$ 787,318,860</u>

Notes:

(1) Significant variance in restricted and unrestricted net position was due to implementation of GASB 65, 68 and 71 in FY2015

(2) Unrestricted net position included adjustment to reflect implementation of GASB 75 in FY2018

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Net Position**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	FISCAL YEAR				
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Expenses</b>					
Governmental activities:					
General government	\$ 11,250,111	\$ 13,531,819	\$ 13,408,222	\$ 15,288,834	\$ 16,253,149
Community development	6,219,895	11,520,058	8,615,056	9,218,215	8,968,176
Public safety	52,241,250	54,499,943	56,518,491	66,098,015	78,040,802
Public works	18,936,651	17,572,481	19,194,348	19,454,397	22,900,784
Parks and recreation	14,485,575	14,604,719	14,715,076	17,688,663	17,723,370
Golf	-	-	-	-	-
Library	6,963,743	7,456,042	7,481,649	8,640,943	8,409,588
Interest and fiscal charges	1,712,704	1,687,938	1,563,149	1,603,120	1,282,632
Total governmental activities expenses	111,809,929	120,873,000	121,495,991	137,992,187	153,578,501
Business-type activities:					
Sewer	22,208,673	25,394,787	29,446,279	27,650,895	28,541,139
Golf	2,719,709	2,599,156	2,925,638	2,699,895	3,119,828
Total business-type activities expenses	24,928,382	27,993,943	32,371,917	30,350,790	31,660,967
Total primary government expenses	\$ 136,738,311	\$ 148,866,943	\$ 153,867,908	\$ 168,342,977	\$ 185,239,468
<b>Program Revenues</b>					
Governmental activities:					
Charges for Services:					
General government	\$ 3,796,035	\$ 7,746,426	\$ 8,864,516	\$ 4,460,496	\$ 4,761,038
Community development	10,824,597	11,841,340	13,040,363	15,504,626	18,647,276
Public safety	5,032,066	4,748,609	4,963,005	5,460,041	5,859,462
Public works	5,798,006	3,380,143	3,204,712	7,078,959	8,816,371
Parks and recreation	3,640,528	3,917,392	4,026,981	5,733,587	4,416,286
Golf	-	-	-	-	-
Library	396,619	366,424	376,099	384,442	425,676
Operating Grants and Contributions	4,621,620	4,659,218	4,920,003	4,855,791	6,527,822
Capital Grants and Contributions	12,304,741	5,932,115	17,519,113	7,404,767	12,254,621
Total governmental activities program revenues	46,414,212	42,591,667	56,914,792	50,882,709	61,708,552
Business-type activities:					
Charges for Services:					
Sewer	28,381,469	32,202,568	31,349,390	31,790,037	41,737,548
Golf	2,470,030	2,179,638	2,259,273	2,155,822	2,361,164
Capital Grants and Contributions	1,269,568	1,418,940	9,648,484	4,559,627	2,628,892
Total business-type activities program revenues	32,121,067	35,801,146	43,257,147	38,505,486	46,727,604
Total primary government program revenues	\$ 78,535,279	\$ 78,392,813	\$ 100,171,939	\$ 89,388,195	\$ 108,436,156
Net (Expense)/Revenue					
Governmental activities	\$ (65,395,717)	\$ (78,281,333)	\$ (64,581,199)	\$ (87,109,478)	\$ (91,869,949)
Business-type activities	7,192,685	7,807,203	10,885,230	8,154,696	15,066,637
Total primary government net expense	\$ (58,203,032)	\$ (70,474,130)	\$ (53,695,969)	\$ (78,954,782)	\$ (76,803,312)

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Net Position (Continued)**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	FISCAL YEAR				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b>Expenses</b>					
Governmental activities:					
General government	\$ 22,520,951	\$ 24,844,817	\$ 22,566,708	\$ 23,440,199	\$ 28,633,018
Community development	10,689,333	11,079,458	11,362,295	20,402,608	16,765,437
Public safety	72,388,649	84,968,332	88,274,410	66,994,862	94,267,213
Public works	25,294,822	26,353,672	22,560,152	21,712,677	28,996,164
Parks and recreation	18,589,445	18,827,857	17,581,661	16,514,081	20,923,090
Golf	2,413,326	2,363,389	2,406,028	2,368,719	2,505,214
Library	9,088,444	9,546,338	8,797,338	8,678,548	9,421,539
Interest and fiscal charges	1,545,181	1,967,739	2,674,930	2,447,923	2,494,361
Total governmental activities expenses	162,530,151	179,951,602	176,223,522	162,559,617	204,006,036
Business-type activities:					
Sewer	30,979,524	39,159,040	40,969,271	41,868,215	41,833,626
Golf	-	-	-	-	-
Total business-type activities expenses	30,979,524	39,159,040	40,969,271	41,868,215	41,833,626
Total primary government expenses	\$ 193,509,675	\$ 219,110,642	\$ 217,192,793	\$ 204,427,832	\$ 245,839,662
<b>Program Revenues</b>					
Governmental activities:					
Charges for Services:					
General government	\$ 4,850,552	\$ 4,196,601	\$ 6,305,379	\$ 7,754,336	\$ 6,404,657
Community development	11,962,685	11,367,968	11,277,683	10,420,500	13,320,594
Public safety	4,873,368	6,334,734	2,402,026	2,179,473	3,166,616
Public works	7,908,636	10,140,356	7,117,981	8,860,490	7,540,418
Parks and recreation	4,427,073	3,158,517	1,010,881	2,921,700	3,512,400
Golf	2,169,365	2,206,781	3,129,139	3,529,967	3,105,744
Library	418,247	395,001	270,043	314,628	318,769
Operating Grants and Contributions	7,091,483	7,613,730	19,005,126	16,397,540	9,841,723
Capital Grants and Contributions	11,235,278	10,814,961	9,354,286	9,085,257	5,390,848
Total governmental activities program revenues	54,936,687	56,228,649	59,872,544	61,463,891	52,601,769
Business-type activities:					
Charges for Services:					
Sewer	51,981,922	58,741,767	67,962,290	71,491,119	77,987,677
Golf	-	-	-	-	-
Capital Grants and Contributions	1,231,712	7,290,894	5,931,349	21,355,870	15,487,045
Total business-type activities program revenues	53,213,634	66,032,661	73,893,639	92,846,989	93,474,722
Total primary government program revenues	\$ 108,150,321	\$ 122,261,310	\$ 133,766,183	\$ 154,310,880	\$ 146,076,491
Net (Expense)/Revenue					
Governmental activities	\$ (107,593,464)	\$ (123,722,953)	\$ (116,350,978)	\$ (101,095,726)	\$ (151,404,267)
Business-type activities	22,234,110	26,873,621	32,924,368	50,978,774	51,641,096
Total primary government net expense	\$ (85,359,354)	\$ (96,849,332)	\$ (83,426,610)	\$ (50,116,952)	\$ (99,763,171)

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Net Position**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	FISCAL YEAR				
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>General Revenues and Other Changes in Net Position</b>					
Government activities:					
Taxes					
Property taxes	\$ 42,485,569	\$ 45,514,243	\$ 49,821,722	\$ 52,989,559	\$ 58,137,331
Sales and use tax	23,621,580	26,406,209	27,458,762	26,001,431	26,313,958
Property transfer tax	9,476,087	10,636,846	9,894,291	12,179,016	11,778,074
Other taxes	12,582,033	13,764,540	14,503,661	14,536,828	14,777,396
Franchise fee	2,967,823	3,049,847	3,143,082	3,142,369	3,208,096
Motor vehicle taxes	68,688	61,024	416,222	55,990	64,442
Investment earnings	1,430,926	1,167,612	2,469,425	978,899	1,521,257
Other - GASB 68 Adjustment	-	-	344,425	-	-
Other revenues	-	-	-	32,694	66,005
Transfers	-	(2,501,852)	(3,020,196)	(850,000)	(525,000)
Special Item: Transfer of properties from Successor Agency	-	-	7,274,984	-	-
Special Item: Transfer of fire activities	-	-	-	-	-
Total Governmental activities:	92,632,706	98,098,469	112,306,378	109,066,786	115,341,559
Business-type activities:					
Investment earnings	324,021	250,398	524,455	141,950	189,713
Gain (Loss) on disposal of capital assets	-	-	-	-	-
Miscellaneous revenues	-	-	-	-	-
Transfers	-	2,501,852	3,020,196	850,000	525,000
Total business-type activities	324,021	2,752,250	3,544,651	991,950	714,713
Total primary government	\$ 92,956,727	\$ 100,850,719	\$ 115,851,029	\$ 110,058,736	\$ 116,056,272
<b>Change in Net Position</b>					
Governmental activities	\$ 26,936,988	\$ 19,817,136	\$ 47,725,179	\$ 21,957,308	\$ 23,471,610
Business-type activities	7,516,706	10,559,453	14,429,881	9,146,646	15,781,350
Total primary government	\$ 34,453,694	\$ 30,376,589	\$ 62,155,060	\$ 31,103,954	\$ 39,252,960

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Net Position (Continued)**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

	FISCAL YEAR				
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b>General Revenues and Other Changes in Net Position</b>					
Government activities:					
Taxes					
Property taxes	\$ 63,899,034	\$ 67,106,048	\$ 66,631,563	\$ 74,796,572	\$ 83,298,878
Sales and use tax	28,606,235	26,958,595	27,948,874	33,408,980	34,283,362
Property transfer tax	13,918,129	9,137,370	11,783,952	14,344,715	7,418,099
Other taxes	14,947,968	11,173,135	7,439,757	11,445,378	16,356,131
Franchise fee	3,134,906	3,170,550	3,033,639	3,117,140	3,627,304
Motor vehicle taxes	-	-	-	-	-
Investment earnings	7,180,752	7,259,659	488,757	(6,317,294)	4,554,367
Other - GASB 68 Adjustment	-	-	-	-	-
Other revenues	42,081	64,312	904,137	383,384	2,140,985
Transfers	(1,788,676)	-	-	-	1,794,000
Special Item: Transfer of properties from Successor Agency	-	-	-	-	-
Special Item: Transfer of fire activities	(8,876,767)	-	-	-	-
Total Governmental activities:	121,063,662	124,869,669	118,230,679	131,178,875	153,473,126
Business-type activities:					
Investment earnings	1,379,769	5,845,282	851,242	(602,477)	7,176,108
Gain (Loss) on disposal of capital assets	-	-	(22,292)	98,330	(101,329)
Miscellaneous revenues	-	-	1,375	-	403,854
Transfers	1,788,676	-	-	-	(1,794,000)
Total business-type activities	3,168,445	5,845,282	830,325	(504,147)	5,684,633
Total primary government	\$ 124,232,107	\$ 130,714,951	\$ 119,061,004	\$ 130,674,728	\$ 159,157,759
<b>Change in Net Position</b>					
Governmental activities	\$ 13,470,198	\$ 1,146,716	\$ 1,879,701	\$ 30,083,149	\$ 2,068,859
Business-type activities	25,402,555	32,718,903	33,754,693	50,474,627	57,325,729
Total primary government	\$ 38,872,753	\$ 33,865,619	\$ 35,634,394	\$ 80,557,776	\$ 59,394,588

Source: City of San Mateo Annual Comprehensive Financial Reports

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**City of San Mateo**  
**Governmental Activities Tax Revenues By Source**  
**Last Ten Fiscal Years**  
**(accrual basis of accounting)**

<b>Fiscal Year</b>	<b>Property Tax</b>	<b>Sales Tax</b>	<b>Property Transfer Tax</b>	<b>Franchise Fee</b>	<b>Other Taxes</b>	<b>Total</b>
2014	\$ 42,485,569	\$ 23,621,580	\$ 9,476,087	\$ 2,967,823	\$ 12,650,721	\$ 91,201,780
2015	45,514,243	26,406,209	10,636,846	3,049,847	13,825,564	99,432,709
2016	49,821,722	27,458,762	9,894,291	3,143,082	14,919,883	105,237,740
2017	52,989,559	26,001,431	12,179,016	3,142,369	14,592,818	108,905,193
2018	58,137,331	26,313,958	11,778,074	3,208,096	14,841,838	114,279,297
2019	63,899,034	28,606,235	13,918,129	3,134,906	14,947,968	124,506,272
2020	67,106,048	26,958,595	9,137,370	3,170,550	11,173,135	117,545,698
2021	66,631,563	27,948,874	11,783,952	3,033,639	7,439,757	116,837,785
2022	74,796,572	33,408,980	14,344,715	3,117,140	11,445,378	137,112,785
2023	83,298,878	34,283,362	7,418,099	3,627,304	16,356,131	144,983,774

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Fund Balances of Governmental Funds**  
**Last Ten Fiscal Years**  
**(modified accrual basis of accounting)**

	FISCAL YEAR				
	2014	2015	2016	2017	2018
General Fund					
Nonspendable fund balance	\$ 165,313	\$ 133,030	\$ 93,968	\$ 146,668	\$ 1,365,781
Restricted fund balance	-	-	-	-	-
Committed fund balance	-	-	-	-	1,310,590
Assigned fund balance	1,849,458	696,064	653,902	1,151,152	983,063
Unassigned fund balance	34,083,800	46,814,928	57,850,140	65,807,692	71,844,796
Total General Fund	<u>\$ 36,098,571</u>	<u>\$ 47,644,022</u>	<u>\$ 58,598,010</u>	<u>\$ 67,105,512</u>	<u>\$ 75,504,230</u>
All Other Governmental Funds					
Nonspendable fund balance	\$ -	\$ -	\$ -	\$ -	\$ 4,206
Restricted fund balance	32,452,933	36,477,074	42,628,946	42,468,316	54,997,971
Committed fund balance	41,759,610	51,111,814	63,490,793	66,261,696	66,085,830
Assigned fund balance	-	-	-	-	-
Unassigned fund balance	(3,999)	-	-	-	-
Total all other Governmental Funds	<u>\$ 74,208,544</u>	<u>\$ 87,588,888</u>	<u>\$ 106,119,739</u>	<u>\$ 108,730,012</u>	<u>\$ 121,088,007</u>

Source: City of San Mateo Annual Comprehensive Financial Reports



**City of San Mateo**  
**Fund Balances of Governmental Funds (Continued)**  
**Last Ten Fiscal Years**  
**(modified accrual basis of accounting)**

	FISCAL YEAR				
	2019	2020	2021	2022	2023
General Fund					
Nonspendable fund balance	\$ 1,138,335	\$ 801,607	\$ 329,193	\$ 357,245	\$ 284,396
Restricted fund balance	-	-	-	-	599,425
Committed fund balance	2,382,262	1,370,873	1,370,873	16,294,331	-
Assigned fund balance	708,521	670,609	-	1,097,978	9,304,494
Unassigned fund balance	83,958,171	82,719,189	90,258,189	93,702,456	107,690,904
Total General Fund	\$ 88,187,289	\$ 85,562,278	\$ 91,958,255	\$ 111,452,010	\$ 117,879,219
All Other Governmental Funds					
Nonspendable fund balance	\$ -	\$ -	\$ -	\$ 9,000	\$ -
Restricted fund balance	55,140,874	107,881,837	71,611,963	77,144,719	128,358,271
Committed fund balance	70,357,550	75,420,851	93,093,835	65,881,489	-
Assigned fund balance	-	-	-	-	17,200,801
Unassigned fund balance	-	-	(586,982)	(1,401,910)	-
Total all other Governmental Funds	\$ 125,498,424	\$ 183,302,688	\$ 164,118,816	\$ 141,633,298	\$ 145,559,072

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Fund Balances of Governmental Funds**  
**Last Ten Fiscal Years**  
**(modified accrual basis of accounting)**

	FISCAL YEAR				
	2014	2015	2016	2017	2018
<b>Revenues:</b>					
Property taxes	\$ 42,485,569	\$ 45,514,243	\$ 49,821,722	\$ 52,989,555	\$ 58,137,331
Sales taxes	23,621,580	26,406,209	27,458,762	26,001,428	26,313,958
Other taxes	25,084,632	27,492,257	27,947,256	29,904,204	29,818,008
Licenses, building and other permits	10,208,410	10,993,854	12,481,519	13,986,765	16,829,698
Fines, forfeitures and Penalties	1,828,124	1,797,820	1,608,517	2,347,508	1,983,069
Intergovernmental Revenues	10,422,872	9,000,823	10,139,448	10,514,086	10,081,168
Charges for services	9,426,652	9,822,219	11,642,713	10,994,505	11,865,030
Investment income	1,121,679	939,463	2,016,000	436,583	1,274,997
Indirect and in-lieu fees	-	-	-	-	-
Assessment and Garbage collection surcharge	4,586,404	3,128,070	8,000,287	2,405,534	2,591,689
Parking meter and lease revenue	2,653,178	2,722,471	2,881,193	3,113,739	5,334,641
Impact fees	2,552,388	3,260,222	4,274,248	3,747,065	4,021,226
Capital contributions	-	-	-	-	375,000
Other Revenues	2,692,908	2,402,206	3,438,927	3,751,388	3,851,650
<b>Total Revenues</b>	<b>136,684,396</b>	<b>143,479,857</b>	<b>161,710,592</b>	<b>160,192,360</b>	<b>172,477,465</b>
<b>Expenditures:</b>					
General Government	9,947,383	12,563,127	13,389,976	11,823,438	12,631,562
Community development	6,226,200	7,304,546	7,283,445	8,382,090	8,968,166
Public Safety	49,554,095	53,016,349	58,605,898	63,623,621	68,708,919
Public Works	7,102,703	6,103,576	7,128,676	8,585,107	10,030,818
Parks and recreation	12,298,322	12,759,601	13,190,936	14,666,422	14,967,718
Golf	-	-	-	-	-
Library	5,160,200	5,744,931	6,099,700	6,499,489	6,721,084
Non-departmental	1,280,000	1,280,000	1,250,000	2,891,155	3,001,379
Capital Outlay	19,524,506	18,045,935	20,745,215	28,829,906	18,367,591
Debt Service					
Principal	1,610,000	1,802,440	1,939,637	2,019,637	7,842,077
Interest & Fiscal Charges	1,661,805	1,761,775	1,656,297	1,702,963	1,705,078
Cost of issuance	-	-	-	-	-
<b>Total Expenditures</b>	<b>114,365,214</b>	<b>120,382,280</b>	<b>131,289,780</b>	<b>149,023,828</b>	<b>152,944,392</b>
Excess of Revenues over (under) expenditures	22,319,182	23,097,577	30,420,812	11,168,532	19,533,073
<b>Other Financing Sources (Uses)</b>					
Proceeds from debt issuance	-	-	-	-	-
Premium	-	-	-	-	-
Debt refunding - payment to escrow	-	-	-	-	-
Proceeds from loans or inception of lease	-	265,820	14,027	746,896	2,157,843
Proceeds from sale of capital assets	-	-	-	-	-
Transfers in	12,623,834	11,402,970	13,083,222	14,117,848	20,890,354
Transfers out	(12,706,883)	(13,729,596)	(14,033,222)	(14,915,501)	(21,824,557)
<b>Total other financing sources (uses)</b>	<b>(83,049)</b>	<b>(2,060,806)</b>	<b>(935,973)</b>	<b>(50,757)</b>	<b>1,223,640</b>
Special Item: Transfer of fire activities	-	-	-	-	-
<b>Net change in fund balances</b>	<b>\$ 22,236,133</b>	<b>\$ 21,036,771</b>	<b>\$ 29,484,839</b>	<b>\$ 11,117,775</b>	<b>\$ 20,756,713</b>

Debt Service as a percentage of noncapital expenditures

(1) (2)	3.34%	3.42%	3.11%	3.01%	6.89%
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Notes:

(1) Former Redevelopment Agency Bonds were excluded in fiscal year 2012 and subsequent fiscal years.

(2) Non-capital expenditures is the difference between total expenditures and capital outlay reported on Government-wide Statement of Activities.

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Changes in Fund Balances of Governmental Funds (Continued)**  
**Last Ten Fiscal Years**  
**(modified accrual basis of accounting)**

	FISCAL YEAR				
	2019	2020	2021	2022	2023
<b>Revenues:</b>					
Property taxes	\$ 63,899,035	\$ 67,106,048	\$ 66,631,563	\$ 74,796,572	\$ 83,298,878
Sales taxes	28,606,235	26,958,596	27,948,874	33,408,980	34,283,362
Other taxes	32,051,159	23,481,055	22,257,348	28,907,233	27,140,943
Licenses, building and other permits	9,820,297	8,511,610	8,123,453	6,528,252	8,169,947
Fines, forfeitures and Penalties	2,361,048	1,486,473	2,247,808	2,201,172	2,909,055
Intergovernmental Revenues	13,900,475	13,455,252	19,888,509	23,286,197	14,501,361
Charges for services	13,006,381	12,140,217	11,638,776	16,758,036	14,464,249
Investment income	6,257,565	6,451,349	411,387	(5,494,064)	3,403,037
Indirect and in-lieu fees	1,317,331	710,540	-	-	-
Assessment and Garbage collection surcharge	1,887,074	1,952,167	6,268,685	2,248,303	2,702,720
Parking meter and lease revenue	4,320,920	5,960,255	2,023,435	5,807,293	3,424,971
Impact fees	1,754,337	4,471,088	1,741,192	613,890	147,064
Capital contributions	750,000	750,000	750,000	750,000	750,461
Other Revenues	5,140,943	4,440,498	6,513,514	5,030,830	9,174,511
<b>Total Revenues</b>	<b>185,072,800</b>	<b>177,875,148</b>	<b>176,444,544</b>	<b>194,842,694</b>	<b>204,370,559</b>
<b>Expenditures:</b>					
General Government	13,248,604	14,127,919	14,777,676	14,824,775	14,095,593
Community development	9,870,728	9,903,606	10,450,200	20,931,630	14,508,302
Public Safety	63,971,508	69,607,595	74,041,289	76,979,872	81,196,170
Public Works	10,525,838	11,194,667	10,555,345	11,410,240	13,130,985
Parks and recreation	15,563,445	15,177,801	14,341,093	16,260,067	17,175,614
Golf	2,152,691	2,210,391	2,406,028	2,368,719	2,505,214
Library	7,421,137	7,260,024	7,063,780	7,645,003	7,836,173
Non-departmental	5,726,983	6,535,562	7,357,090	8,244,606	9,662,288
Capital Outlay	22,865,146	30,549,652	42,765,863	31,945,962	29,334,514
Debt Service					
Principal	2,128,016	2,742,918	3,411,945	4,691,724	5,668,626
Interest & Fiscal Charges	1,624,137	1,554,488	3,412,560	2,950,846	2,869,645
Cost of issuance	-	380,166	-	-	-
<b>Total Expenditures</b>	<b>155,098,233</b>	<b>171,244,789</b>	<b>190,582,869</b>	<b>198,253,444</b>	<b>197,983,124</b>
Excess of Revenues over (under) expenditures	29,974,567	6,630,359	(14,138,325)	(3,410,750)	6,387,435
<b>Other Financing Sources (Uses)</b>					
Proceeds from debt issuance	-	47,595,599	1,525,675	-	-
Premium	-	8,068,164	-	-	-
Debt refunding - payment to escrow	-	(4,006,995)	-	-	-
Proceeds from loans or inception of lease	-	-	-	-	2,862,579
Proceeds from sale of capital assets	-	713,154	-	-	15,066
Transfers in	12,938,471	21,124,557	21,438,281	14,919,215	23,823,750
Transfers out	(12,995,487)	(24,945,585)	(21,613,526)	(14,500,228)	(22,735,847)
<b>Total other financing sources (uses)</b>	<b>(57,016)</b>	<b>48,548,894</b>	<b>1,350,430</b>	<b>418,987</b>	<b>3,965,548</b>
Special Item: Transfer of fire activities	(12,824,075)	-	-	-	-
<b>Net change in fund balances</b>	<b>\$ 17,093,476</b>	<b>\$ 55,179,253</b>	<b>\$ (12,787,895)</b>	<b>\$ (2,991,763)</b>	<b>\$ 10,352,983</b>

Debt Service as a percentage of noncapital expenditures

(1) (2)	2.82%	2.98%	4.58%	4.58%	5.03%
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Notes:

(1) Former Redevelopment Agency Bonds were excluded in fiscal year 2012 and subsequent fiscal years.

(2) Non-capital expenditures is the difference between total expenditures and capital outlay reported on Government-wide Statement of Activities.

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Assessed Value and Estimated Actual Value of Taxable Property**  
**Last Ten Fiscal Years**  
**(amount expressed in thousands)**

<b>Fiscal Year End</b>	<b>Residential Property</b>	<b>Commercial Property</b>	<b>Industrial Property</b>	<b>Other Property (1)</b>	<b>Unsecured Property</b>	<b>Less Tax-Exempt Property</b>	<b>Taxable Assessed Value</b>	<b>Total Direct Tax Rate (2)</b>	<b>Estimated Actual Value (3)</b>	<b>Factor of Taxable Assessed Value (3)</b>
2014	\$ 14,242,602	\$ 3,067,403	\$ 178,139	\$ 432,072	\$ 630,440	\$ 510,141	\$ 18,040,515	0.18%	\$ 28,743,512	1.5933
2015	15,233,601	3,228,752	199,821	291,470	724,375	309,015	19,369,004	0.18%	32,278,244	1.6665
2016	16,649,492	3,454,897	176,544	324,490	760,591	348,736	21,017,279	0.18%	40,006,118	1.9035
2017	17,909,339	3,823,284	180,072	574,686	738,320	591,188	22,634,512	0.18%	44,026,273	1.9451
2018	19,417,451	4,213,927	187,130	598,899	710,584	587,446	24,540,546	0.18%	48,683,633	1.9838
2019	20,830,053	4,927,490	197,026	547,948	774,755	670,274	26,606,997	0.18%	54,298,177	2.0407
2020	22,332,343	5,423,015	213,692	532,710	847,426	707,556	28,641,629	0.18%	55,884,822	1.9512
2021	23,744,131	6,182,033	230,600	591,123	796,824	744,934	30,799,777	0.18%	51,914,472	1.6855
2022	24,687,992	6,260,358	237,818	712,697	733,747	750,172	31,882,440	0.18%	62,404,646	1.9573
2023	26,725,006	6,912,012	250,071	639,168	747,059	801,890	34,471,426	0.18%	67,076,627	1.9459

Notes:

- 1) Other property includes state unitary value of \$3,294,887.
- 2) Total direct tax rate is the city share of the 1% Proposition 13 tax only for TRA 12-001. Rates are not adjusted for ERAF.
- 3) Estimated Actual Value is derived from a series of calculations comparing median assessed values from 1940 to current median sale prices. Based on these calculations a multiplier value was extrapolated and applied to current assessed values.

Source: County Assessor data, Source: MuniServices, LLC / Avenu Insights & Analytics

**City of San Mateo**  
**Direct and Overlapping Property Tax Rates**  
**Last Ten Fiscal Years**  
(rate expressed in percentage)

	FISCAL YEAR									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Basic City and County Levy										
CITY OF SAN MATEO	0.1761	0.1761	0.1761	0.176141	0.1761	0.1761	0.1761	0.1761	0.1761	0.1761
OTHER SAN MATEO										
COUNTY AGENCIES	0.8239	0.8239	0.8239	0.823859	0.8239	0.8239	0.8239	0.8239	0.8239	0.8239
<b>TOTAL</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>
Override Assessments										
S M CTY DEBT-LIB. PROJECT	0.0105	0.0105	0.0102	0.0090	0.0084	0.0077	0.0071	0.0067	0.0064	0.006000
S M FOSTER CITY SERIES Q	-	-	-	-	-	-	-	0.0022	0.0035	0.001500
SAN FC 2012 GO REF Ser 0	0.0087	0.0071	0.0069	0.0060	0.0056	0.0052	0.0050	-	-	-
SAN FC GO BOND 08 ELEC	0.0092	0.0132	0.0082	0.0154	0.0151	0.0146	0.0140	0.0073	0.0053	0.008600
SAN FC GO BOND 2014	-	-	0.0006	0.0002	0.0003	0.0003	0.0011	0.0013	0.0014	0.001300
SAN FC GO BOND 2015	-	-	0.0048	0.0174	0.0170	0.0159	0.0194	0.0151	0.0173	0.015900
SAN MATEO COMM COLL	-	-	-	-	-	-	0.0035	-	0.0043	0.003500
SAN MATEO COMM COLL 200	0.0067	0.0069	0.0036	0.0085	0.0080	0.0079	0.0042	0.0037	0.0040	0.003900
SAN MATEO HIGH 2012 GO	0.0038	0.0078	0.0088	0.0106	0.0105	0.0115	0.0109	0.0019	0.0046	0.002600
SAN MATEO HIGH 2016 GO	-	-	-	-	0.0025	0.0020	0.0018	0.0061	0.0036	0.006900
SAN MATEO HIGH 2017 GO	-	-	-	-	-	0.0020	0.0016	0.0015	0.0014	0.002000
SAN MATEO HIGH 2019 GO	-	-	-	-	-	-	-	0.0025	0.0023	0.002000
SAN MATEO HIGH 2019 REF	-	-	-	-	-	-	-	0.0020	0.0061	0.001500
SAN MATEO HIGH 2022 GO	-	-	-	-	-	-	-	-	-	0.002100
SAN MATEO HIGH BD SER 2	0.0067	0.0072	0.0064	0.0066	0.0065	0.0063	0.0063	0.0021	-	0.004900
SAN MATEO HIGH ELEC	0.0084	0.0217	0.0251	0.0180	0.0175	0.0142	0.0143	0.0183	-	0.022400
SAN MATEO HIGH RFND. SER	0.0045	-	-	-	-	-	-	0.0044	0.0247	0.003800
SAN MATEO UN HIGH BND S	0.0121	0.0108	0.0063	0.0063	0.0063	0.0047	0.0036	0.0061	0.0061	0.002200
SM FC GO BD 2020 REFUND	-	-	-	-	-	-	-	0.0203	0.0390	0.034000
SM FOSTER CITY 2005 REF	0.0242	0.0185	0.0197	0.0156	0.0162	0.0170	0.0042	-	-	-
SM JR COLL 2018 REF BOND	-	-	-	-	-	-	0.0007	0.0005	0.0005	0.000500
SM JR COLL 2019 REF BOND	-	-	-	-	-	-	0.0006	0.0005	0.0004	0.000400
SM JR COLL BOND 2001 SE	0.0010	0.0009	0.0008	0.0006	0.0007	0.0007	0.0007	0.0007	0.0007	0.000600
SM JR COLL BOND 2006 SE	0.0047	0.0042	0.0039	0.0037	0.0036	0.0035	0.0033	0.0032	0.0031	0.002600
SM JR COLL BOND 2014	-	-	-	0.0029	0.0027	0.0024	0.0018	0.0017	-	0.000300
SM JR COLL BOND 2015	-	-	-	0.0071	0.0066	0.0012	0.0011	0.0012	-	0.000200
SM JR COLL BOND REF 201	0.0055	0.0068	0.0155	-	-	-	-	0.0025	0.0019	0.000000
SM JR COLL BOND SER 2000	0.0015	0.0002	-	-	-	-	-	0.0018	0.0019	0.001700
SM JR COLL ELECT 2014	-	-	-	-	-	-	0.0088	0.0036	0.0039	0.004000
SM JR COLLEGE BD 2002	-	-	0.0012	0.0019	0.0019	0.0018	0.0019	0.0019	0.0020	0.001600
<b>TOTAL</b>	<b>0.1075</b>	<b>0.1158</b>	<b>0.1220</b>	<b>0.1298</b>	<b>0.1294</b>	<b>0.1189</b>	<b>0.1159</b>	<b>0.1191</b>	<b>0.1444</b>	<b>0.1370</b>
<b>TOTAL TAX RATE</b>	<b>1.1075</b>	<b>1.1158</b>	<b>1.1220</b>	<b>1.1298</b>	<b>1.1294</b>	<b>1.1189</b>	<b>1.1159</b>	<b>1.1191</b>	<b>1.1444</b>	<b>1.1370</b>

Sources: (1) City of San Mateo Annual Comprehensive Financial Reports  
(2) County Auditor/Controller data, MuniServices, LLC / Avenu Insights & Analytics

**City of San Mateo**  
**Principal Sales Tax Producers**  
**Current Year and Nine Years Ago**

2023	
Taxpayer	Business Type
Apple Stores	Furniture/Appliance
Arco AM/PM Mini Marts	Service Stations
Better Source Liquidators	Office Equipment
Booster Fuels	Service Stations
Chevron Service Stations	Service Stations
CVS Pharmacy	Drug Stores
Exxon Service Stations	Service Stations
Financial Services Vehicle Trust	Leasing
Goprocamera.Com	Miscellaneous Other
Home Depot	Bldg.Matls-Retail
Macy's Department Store	Department Stores
Marshall's Stores	Apparel Stores
Nordstrom Department Store	Department Stores
Personalized Beauty Discovery	Miscellaneous Retail
Peter Pan BMW	Auto Sales - New
Putnam Ford	Auto Sales - New
Ross Stores	Apparel Stores
Safeway Stores	Food Markets
Shell Service Stations	Service Stations
Target Stores	Department Stores
Tesla	Auto Sales - New
The Cheesecake Factory	Restaurants
The Shane Company	Miscellaneous Retail
Total Wine & More	Liquor Stores
Union 76 Service Stations	Service Stations

2014	
Taxpayer	Business Type
Apple Stores	Appliance Stores
Arco AM/PM Mini Marts	Service Stations
Bed Bath & Beyond	Specialty Stores
Cafepress.Com	Specialty Stores
Cheesecake Factory	Restaurants W/On
Chevron Service Stations	Service Stations
CVS Pharmacy	Drug Stores
Financial Services Vehicle Trust	Leasing
Gas & Shop Service Stations	Service Stations
Home Depot	Building Matls S
K Mart Stores	Department Store
Macy's Department Store	Department Store
Marshall's Stores	Family Apparel
Nordstrom Department Store	Department Store
Old Navy Clothing Co.	Family Apparel
Peter Pan BMW	New Car Dealers
Safeway Stores	Supermarkets
Sears Roebuck & Company	Department Store
Shell Service Stations	Service Stations
Solar City	Leasing
Sportmart	Sporting Goods
Target Stores	Department Store
Toys R Us	Specialty Stores
Walgreen's Drug Stores	Drug Stores
Whole Foods Market	Supermarkets

Note: Top Sales Tax Producers listed in alphabetical order

Source: MuniServices, LLC / Avenu Insights & Analytics

**City of San Mateo**  
**Principal Property Taxpayers**  
**Current Year and Nine Years Ago**  
**(amount expressed in thousands)**

Taxpayer	2023			2014		
	Taxable Value	Rank	Percent of Total City Taxable Value	Taxable Value	Rank	Percent of Total City Taxable Value
HSC Property Owner LLC	\$ 581,300,000	1	1.69%			
Essex Protfolio LP	\$ 476,650,621	2	1.38%			
Franklin Templeton Corp Svcs Inc	\$ 462,203,533	3	1.34%	250,339,001	1	1.39%
2000 Sierra Point Parkway LLC	\$ 336,377,132	4	0.98%			
1825 SG Corporation	\$ 282,767,026	5	0.82%			
HG Clearview Owner LLC	\$ 232,701,234	6	0.68%			
ASN Bay Meadows I LLC & Bay Meadows	\$ 227,165,105	7	0.66%	244,198,598	2	1.35%
Rakuten CHW LLC	\$ 196,410,890	8	0.57%			
Park Place Holdco LLC	\$ 181,582,198	9	0.53%			
Sobrato Interests 3	\$ 178,638,630	10	0.52%	153,945,370	3	0.85%
Essex Hillsdale Garden Apartments				106,994,369	4	0.59%
BRE Properties Inc				69,325,483	5	0.38%
Bohannon Dev Co				184,712,760	6	1.02%
Peninsula Office Park				130,722,958	7	0.72%
EQR Townhouse Gardens LP				108,131,523	8	0.60%
Park Place Realty Holding Co I				102,800,000	9	0.57%
DW Bridgepointe LLC				97,855,398	10	0.54%
Total Top 10 Taxpayers	3,155,796,369		9.15%	1,449,025,460		8.03%
Total Taxable Value	\$ 34,471,426		100.00%	\$ 16,859,447		100.00%

Source: MuniServices, LLC / Avenu Insights & Analytics

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**City of San Mateo**  
**Property Tax Levies and Collections**  
**Last Ten Fiscal Years**

<b>Fiscal Year Ended June 30</b>	<b>Total Tax Levied for Fiscal Year</b>	<b>Collected Within the Fiscal Year of the Levy</b>		<b>Delinquent Tax Collections</b>	<b>Total Collections To Date</b>	
		<b>(1)</b> <b>Collected Amount</b>	<b>(2)</b> <b>Percentage of Levy</b>		<b>(3)</b> <b>Collected Amount</b>	<b>(4)</b> <b>Percentage of Levy</b>
2014	\$ 42,500,000	\$ 42,485,569	99.97%	n/a	\$ 42,485,569	99.97%
2015	45,515,000	45,514,243	100.00%	n/a	45,514,243	100.00%
2016	49,821,722	49,821,722	100.00%	n/a	49,821,722	100.00%
2017	52,989,556	52,989,556	100.00%	n/a	52,989,556	100.00%
2018	58,146,288	58,137,331	99.98%	n/a	58,137,331	99.98%
2019	63,899,034	63,899,034	100.00%	n/a	63,899,034	100.00%
2020	67,106,048	67,106,048	100.00%	n/a	67,106,048	100.00%
2021	66,631,560	66,631,560	100.00%	n/a	66,631,560	100.00%
2022	74,796,572	74,796,572	100.00%	n/a	74,796,572	100.00%
2023	83,298,878	83,298,878	100.00%	n/a	83,298,878	100.00%

Notes:

(1) The data in this table includes the basic and supplemental city property taxes and subventions, debt service tax and the Redevelopment Agency tax increments, ERAF refunds, and property tax in-lieu of motor vehicle fees.

(2) Former redevelopment agency tax increments were excluded starting February 1, 2012, and subsequent fiscal years.

(3) San Mateo County assesses properties and it bills, collects, and distributes property taxes to all taxing entities, including the City. Under State law, known as the Teeter Plan, the county remits the entire amount levied and handles all delinquencies, retaining interest and penalties. Only secured taxes will be paid under the Teeter Plan.

(4) Years of lower collection are due to weak housing market and assessed value appeals.

Source: County of San Mateo

**City of San Mateo**  
**Ratios of Outstanding Debt by Type**  
**Last Ten Fiscal Years**  
(amounts expressed in thousands, except per capita amount)

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Fiscal Year	Governmental Activities			
	General	Revenue	Loans	Lease/
	Obligation Bonds	Bond	Payable	Subscription Payable
2014	\$ 28,852	\$ 28,147	\$ -	\$ -
2015	27,580	27,478	253	-
2016	26,268	26,774	193	-
2017	24,920	26,026	865	-
2018	23,528	19,512	2,936	-
2019	22,086	25,408	2,728	86
2020	20,584	74,356	4,323	29
2021	19,032	72,379	5,501	-
2022	17,410	69,888	4,880	3,058
2023	15,733	67,395	4,285	4,526

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Golf bond was included in Governmental Activities Revenue Bond effective fiscal year 2019 (when Golf operation was transferred to General Fund)

Capital lease payable was included in Governmental Activities capital lease payable effective fiscal year 2019 (when Golf operation was transferred to General Fund)

Source: City of San Mateo Annual Comprehensive Financial

**City of San Mateo**  
**Ratios of Outstanding Debt by Type (Continued)**  
**Last Ten Fiscal Years**  
**(amounts expressed in thousands, except per capita amount)**

Fiscal Year	Business-Type Activities				Total Primary Government	Percentage of Personal Income	Per Capita	Fiduciary Funds
	Sewer Bonds	Loans Payable	Golf Bond	Lease/ Subscription Payable				Redevelopment Tax Allocation Bond
2014	\$ 44,916	4,000	\$ 7,925	\$ -	\$ 113,840	2.47%	\$ 1,142	\$ 78,903
2015	61,434	4,916	7,465	-	129,126	2.54%	1,277	75,549
2016	59,867	11,000	7,095	-	131,197	2.45%	1,288	72,202
2017	58,244	5,000	6,710	209	121,974	2.12%	1,187	68,400
2018	56,572	5,000	6,572	142	114,262	1.88%	1,112	63,395
2019	338,126	-	-	-	388,434	6.17%	3,788	59,095
2020	334,752	-	-	-	434,044	6.89%	4,230	55,045
2021	331,296	-	-	-	428,208	6.30%	4,175	50,875
2022	635,380	-	-	-	730,616	9.23%	7,030	46,546
2023	619,136	-	-	76	711,151	7.75%	6,883	42,046

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Golf bond was included in Governmental Activities Revenue Bond effective fiscal year 2019 (when Golf operation was transferred to General Fund)

Capital lease payable was included in Governmental Activities capital lease payable effective fiscal year 2019 (when Golf operation was transferred to General Fund)

Source: City of San Mateo Annual Comprehensive

**City of San Mateo**  
**Ratios of General Bonded Debt Outstanding**  
**Last Ten Fiscal Years**  
(amounts expressed in thousands, except per capita amount)

Fiscal Year	Outstanding General Bonded Debt			Less: Amount Available in Debt Svc Fund	Total (net)	Percentage of Total Taxable Assessed Value	Per Capita
	General Obligation Bonds	Tax Allocation Bonds					
2014	\$ 28,852	\$ -	\$ 2,747	\$ 26,105	0.14%	\$ 261	
2015	27,580	-	3,034	24,546	0.13%	242	
2016	26,268	-	3,642	22,626	0.11%	220	
2017	24,920	-	4,026	20,894	0.09%	202	
2018	23,528	-	4,455	19,073	0.08%	183	
2019	22,086	-	4,960	17,126	0.06%	164	
2020	20,584	-	5,340	15,244	0.05%	148	
2021	19,032	-	5,701	13,331	0.04%	129	
2022	17,410	-	5,929	11,481	0.04%	111	
2023	15,733	-	6,661	9,072	0.03%	88	

Notes:

Details regarding the City's outstanding debt can be found in the notes to the financial statements.

Former Redevelopment Agency Bonds were excluded in fiscal year 2012 and subsequent fiscal years.

Source: City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Direct and Overlapping Governmental Activities Debt**  
**As of June 30, 2023**

2022-23 Assessed Valuation:	\$ 34,579,166,760		
	<b>Total Debt</b>	<b>%</b>	<b>City's Share of</b>
	<b>6/30/2023</b>	<b>Applicable<sup>(1)</sup></b>	<b>Debt 6/30/2023</b>
<b><u>OVERLAPPING TAX AND ASSESSMENT DEBT:</u></b>			
San Mateo Community College District	\$ 708,837,622	11.99%	\$ 84,975,454
San Mateo Union High School District	637,551,532	34.85%	\$ 222,161,207
Sequoia Union High School District	440,812,000	0.56%	\$ 2,446,507
Belmont-Redwood Shores School District	71,262,859	3.83%	\$ 2,725,804
Belmont School Facilities Improvement District	39,647,852	6.69%	\$ 2,652,838
Hillsborough School District	101,179,306	0.00%	\$ 1,012
San Mateo-Foster City School District	522,453,474	68.74%	\$ 359,129,293
City of San Mateo Community Facilities District No.2008-1	72,345,000	100.00%	\$ 72,345,000
TOTAL OVERLAPPING TAX AND ASSESSMENT DEBT	\$ 2,594,089,645		\$ 746,437,115
<b><u>DIRECT TAX AND ASSESSMENT DEBT:</u></b>			
City of San Mateo	14,620,000	100.00%	14,620,000
TOTAL DIRECT TAX AND ASSESSMENT DEBT	\$ 14,620,000		\$ 14,620,000
TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT	\$ 2,608,709,645		\$ 761,057,115
<b><u>OVERLAPPING GENERAL FUND DEBT:</u></b>			
San Mateo County General Fund Obligations	\$ 589,931,687	11.99%	\$ 70,721,011
San Mateo County Board of Education Certificates of Participation	6,120,000	11.99%	\$ 733,666
Highlands Recreation District General Fund Obligations	2,023,000	0.02%	\$ 303
San Mateo County Mosquito & Vector Control District General Fund Obligations	3,617,831	11.99%	\$ 433,706
TOTAL OVERLAPPING GENERAL FUND DEBT	\$ 601,692,518		\$ 71,888,685
<b><u>DIRECT GENERAL FUND DEBT:</u></b>			
City of San Mateo General Fund Obligations	59,995,000	100.00%	59,995,000
TOTAL DIRECT GENERAL FUND DEBT	\$ 59,995,000		\$ 59,995,000
TOTAL DIRECT AND OVERLAPPING GENERAL FUND DEBT	\$ 661,687,518		\$ 131,883,686
Less: City of San Mateo enterprise supported obligations			-
Highlands Recreation District supported obligations			237
TOTAL NET DIRECT AND OVERLAPPING GENERAL FUND DEBT			\$ 131,883,449
OVERLAPPING TAX INCREMENT DEBT (Successor Agency)	\$ 39,535,000	100.00%	\$ 39,535,000
TOTAL GROSS DIRECT DEBT			74,615,000
TOTAL NET DIRECT DEBT			74,615,000
TOTAL OVERLAPPING DEBT			857,860,801
GROSS COMBINED TOTAL DEBT			932,475,801 <sup>(2)</sup>
NET COMBINED TOTAL DEBT			\$ 932,475,564

**Ratios to 2021-22 Assessed Valuation:**

Direct Debt (\$16,140,000)	0.04%
Total Direct and Overlapping Tax and Assessment Debt	2.20%
Total Gross Direct Debt (\$78,295,000)	0.22%
Total Net Direct Debt (\$78,295,000)	0.22%
Gross Combined Total Debt	2.70%
Net Combined Total Debt	2.70%

**Ratios to Redevelopment Successor Agency Incremental Valuation (\$2,644,732,709):**

Total Overlapping Tax Increment Debt	1.49%
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Notes:

(1) The percentage of overlapping debt applicable to the city is estimated using taxable assessed property value. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the city, divided by the district's total taxable assessed value.

(2) Excludes tax and revenue anticipation notes, enterprise revenue and mortgage revenue

Source: MuniServices, LLC / Auenu Insights & Analysis and City of San Mateo Annual Comprehensive Financial Reports

**City of San Mateo**  
**Legal Debt Margin Information**  
**Last Ten Fiscal Years**  
(amounts expressed in thousands)

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	<b>FISCAL YEAR</b>				
	<u><b>2014</b></u>	<u><b>2015</b></u>	<u><b>2016</b></u>	<u><b>2017</b></u>	<u><b>2018</b></u>
Debt Limit	\$ 2,782,598	\$ 2,951,703	\$ 3,204,902	\$ 3,483,855	\$ 3,769,199
Total net debt applicable to limit	28,852	27,580	26,268	24,920	23,528
Legal debt margin	<u>\$ 2,753,746</u>	<u>\$ 2,924,123</u>	<u>\$ 3,178,634</u>	<u>\$ 3,458,935</u>	<u>\$ 3,745,671</u>
Total net debt applicable to the limit as a percentage of debt limit	1.05%	0.94%	0.83%	0.72%	0.63%

Note: The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation.

Source: County of San Mateo

**City of San Mateo**  
**Legal Debt Margin Information (Continued)**  
**Last Ten Fiscal Years**  
**(amounts expressed in thousands)**

	<b>FISCAL YEAR</b>				
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Debt Limit	\$ 4,091,591	\$ 4,402,378	\$ 4,731,707	\$ 4,894,892	\$ 5,290,997
Total net debt applicable to limit	22,086	20,584	19,032	17,410	15,733
Legal debt margin	<u>\$ 4,069,505</u>	<u>\$ 4,381,794</u>	<u>\$ 4,712,675</u>	<u>\$ 4,877,482</u>	<u>\$ 5,275,264</u>
Total net debt applicable to the limit as a percentage of debt limit	0.54%	0.47%	0.40%	0.36%	0.30%

**Legal Debt Margin Calculation for Fiscal Year 2023**

	<b><u>2023</u></b>
Assessed value	\$ 34,471,426
Add back: exempt real property	801,890
	<u>\$ 35,273,316</u>
Debt limit (15% of assessed value)	\$ 5,290,997
<b><u>Debt Application to limit:</u></b>	
General obligation bonds	15,733
Total net debt applicable to limit	<u>15,733</u>
Legal debt margin	<u>\$ 5,275,264</u>

Note: The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation.

Source: County of San Mateo

**City of San Mateo**  
**Pledged-Revenue Coverage**  
**Last Ten Fiscal Years**  
**(amounts expressed in thousands)**

Fiscal Year	Sewer Revenue Bonds						Tax Allocation Bonds				
	Sewer Charges and Other	(1)	Less Operating Expenses	(2)	Net Available Revenue	Debt Service		Tax Increment	Debt Service		Coverage
						Principal	Interest		Principal	Interest	
2014	\$ 28,705		\$ 16,874		\$ 11,831	\$ 1,455	\$ 2,016	3.41	-	-	-
2015	32,453		19,511		12,942	17,800 (3)	2,041	3.65 (3)	-	-	-
2016	31,874		23,218		8,656	1,460	2,560	2.15	-	-	-
2017	31,932		21,419		10,513	1,515	2,516	2.61	-	-	-
2018	41,927		21,870		20,057	1,565	2,462	4.98	-	-	-
2019	53,362		23,347		30,015	1,585	3,220	6.25	-	-	-
2020	64,587		22,828		41,759	1,650	9,536	3.73	-	-	-
2021	69,020		24,262		44,758	1,730	13,195	3.00	-	-	-
2022	71,061		24,409		46,652	20,820 (4)	20,413	2.17 (4)	-	-	-
2023	85,586		24,508		61,078	1,740	26,273	2.18	-	-	-

Notes:

(1) Sewer charges and other include investment earnings.

(2) Operating expenses do not include interest or depreciation.

(3) Increase due to the refunding of the 2003 Sewer Revenue bonds totaling \$16.3 million, which is excluded from the coverage calculation.

(4) Increase due to the refunding of the 2011A Sewer Revenue bonds totaling \$19.7 million, which is excluded from the coverage calculation.

Source: City of San Mateo Annual Comprehensive Financial Reports



# City of San Mateo

## Demographic and Economic Statistics

### Last Ten Fiscal Years

Fiscal Year	Population (1)	Personal Income (2)	Per Capita Personal Income (2)	Median Age	*Public School Enrollment	County Unemployment Rate (%) (3)	City Unemployment Rate(%) (3)	County Population (1)	City Population (% of County) (1)
2014	100,106	\$ 4,570,705,818	\$ 45,659	40.2	19,868	5.40%	4.30%	745,193	13.43%
2015	101,429	4,696,568,416	46,304	39.2	20,179	3.20%	3.10%	753,123	13.47%
2016	102,659	5,156,150,934	50,226	39.1	20,603	3.40%	3.30%	766,041	13.40%
2017	103,426	5,444,686,980	52,643	39.1	21,074	3.00%	2.90%	770,203	13.43%
2018	104,490	5,850,629,158	55,992	38.9	21,321	2.20%	2.00%	774,155	13.50%
2019	104,570	6,175,904,200	59,060	39.6	21,299	1.70%	1.60%	774,485	13.50%
2020	103,087	6,332,177,735	61,426	39.2	21,461	11.10%	9.70%	773,244	13.33%
2021	103,045	6,832,166,874	66,303	38.2	20,729	6.84%	6.20%	765,245	13.47%
2022	103,779	7,903,471,358	76,157	37.8	20,012	1.70%	1.50%	744,662	13.94%
2023	103,318	9,177,651,153	88,829	38.0	19,554	2.7%	2.8%	737,644	14.01%

Notes:

(1) Population Projections are provided by the California Department of Finance.

(2) Income Data is provided by U.S. Census Bureau, 2010 American Community Survey.

(3) Unemployment Data is provided by the Employment Development Department's Bureau of Labor Statistics Department.

\*Student Enrollment reflects the total number of students enrolled in the San Mateo Union High School District and San Mateo-Foster City Unified School District. Any other school districts within the City are not accounted for in this statistic.

Source: MuniServices, LLC / avenu Insights & Analytics

**City of San Mateo**  
**Principal Employers for City of San Mateo**  
**Current Year and Nine Years Ago**

<b>Business Name</b>	<b>2023</b>		<b>2014</b>	
	<b>Number of Employees</b>	<b>Total Employment (%)</b>	<b>Number of Employees</b>	<b>Total Employment (%)</b>
County of San Mateo Medical Center	1,338	2.08%	1,204	2.32%
San Mateo Foster City School District*	1,246	1.94%	1,105	
Sony Interactive Entertainment America, Playstation America	1,230	1.92%		0.00%
San Mateo UHSD	993	1.55%	950	1.83%
San Mateo College (San Mateo County CCD)	654	1.02%	763	1.47%
Franklin Templeton Investor	494	0.77%	1,113	2.14%
San Mateo County Behavioral Health	469	0.73%	470	0.91%
City of San Mateo	463	0.72%	928	1.79%
Rakuten	399	0.62%		
Mills Health Center - Sutter Health	383	0.60%	444	0.86%
Fisher Investments			454	0.87%
Macy's Department Stores			347	0.67%
Total Top 10 Employers	7,669	11.94%	7,778	12.86%
Total Labor Force (1)	63,200		51,900	

**Sources:**

- (1) City of San Mateo Annual Comprehensive Financial Reports
- (2) MuniServices, LLC / Avenu Insights & Analytics

Results based on direct correspondence with city's local businesses.

\*Count includes San Mateo Medical Center as well as outside clinic locations.

\*\*Includes Capuchino and Burlingame HS which are outside the city limits of San Mateo.

(1) Total City Labor Force provided by EDD Labor Force Data.

**City of San Mateo**  
**Full-Time Equivalent City Government Employees by Function**  
**Last Ten Fiscal Years**

Full-Time Equivalent Employees as of June 30											
<u>Function</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General government	56.86	57.81	64.75	66.41	65.58	66.09	62.65	62.65	61.95	59.95	58.92
Community developmen	31.72	39.72	47.35	47.35	48.94	48.94	49.72	51.72	51.40	51.40	53.18
Public safety	243.77	244.77	249.78	256.53	268.11	265.85	177.14	171.51	170.50	167.50	169.40 (1)
Public works											
(excluding Sewer)	41.18	44.51	44.52	45.99	57.96	57.11	63.51	61.56	63.71	64.08	67.69
Parks and recreation											
(excluding Golf)	98.39	98.79	101.54	101.54	102.07	103.21	107.73	107.73	106.40	107.68	100.47
Library	48.37	47.95	48.85	49.35	50.59	52.48	53.36	53.36	53.34	52.34	52.32
Sewer	75.73	75.24	76.69	77.99	80.49	80.49	84.58	86.53	86.20	84.83	86.52
Golf	11.54	11.14	11.14	11.14	11.77	11.77	12.55	12.55	12.75	12.75	12.75
<b>Total:</b>	<b>607.56</b>	<b>619.93</b>	<b>644.62</b>	<b>656.30</b>	<b>685.51</b>	<b>685.94</b>	<b>611.24</b>	<b>607.61</b>	<b>606.25</b>	<b>600.53</b>	<b>601.25</b>

Notes:

(1) Public safety number for fiscal year 2019 only included Police Department's employees. Fire Operations were transferred to San Mateo Consolidated Fire Department effective 1/13/2019.

Source: Adopted City Budgets

**City of San Mateo**  
**Operating Indicators by Function**  
**Last Ten Fiscal Years**

<u>Function</u>	<u>FISCAL YEAR</u>									
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Building:										
Building permits issued	3,481	3,587	4,359	4,169	4,385	3,678	3,345	3,937	4,061	4,115
Inspections	16,122	16,090	16,984	19,061	20,252	18,828	15,890	19,138	16,160	18,881
Finance:										
Business licenses issued	8,497	9,111	9,474	8,796	8,656	8,204	8,072	7,207	5,010	5,737
Fire:										
Number of calls	9,249	9,672	9,780	9,282	9,822	5,365	-	-	-	- (2)
Inspections	6,872	7,213	7,504	7,681	4,513	1,284	-	-	-	- (2)
Golf course:										
Golf rounds played	71,677	63,903	62,441	59,348	62,923	61,805	60,820	80,050	83,964	75,130 (3)
Library:										
Annual circulation	876,149	922,790	946,259	981,512	988,301	1,129,127	921,979	657,064	983,423	980,442 (3)
Library visits	530,312	566,244	555,008	603,760	610,834	764,469	422,226	25,168	255,644	336,040 (3)
Parks and recreation:										
Course registration	23,058	23,752	24,843	23,123	23,734	22,521	23,412	5,837	14,537	19,488
Facility rentals	1,391	1,386	1,368	1,346	1,369	1,329	827	-	191	473
Picnic rentals	1,192	1,275	1,086	1,274	1,340	1,423	1,165	361	1,650	1,608
Police:										
Arrests	3,626	3,077	3,311	2,947	2,670	2,496	2,112	2,242	2,231	2,106
Traffic violations	6,002	4,076	6,548	4,470	13,364	11,058	5,999	9,400	7,636	7,853 (1)
Parking violations	29,548	35,284	30,699	31,950	27,103	27,410	23,300	36,558	32,276	65,102
Public works:										
Street resurfacing (lane mile	22	21	14	4	6	22	7	18	8.5	42.3
Potholes repaired	644	443	198	315	150	297	209	331	744	774
Sewer:										
Number of customers	27,578	27,661	27,816	27,965	27,961	28,237	28,366	28,359	28,359	28,359
Average daily sewage treatment (mgd)	10.8	12.0	10.0	12.2	10.4	11.5	9.9	9.7	10.6	13.0

Notes:

(1) Number of traffic violations starting fiscal year 2018 included number of photo enforcement violations. Such information was not available for prior fiscal years.

(2) Number of fire calls for fiscal year 2019 included calls for period from 7/1/18 to 1/12/19. Fire operation was transferred to San Mateo Consolidated Fire Department (SMC Fire) effective 1/13/2019. Please refer to SMC Fire annual financial report for Fire Department operating indicators starting from January 13, 2019.

(3) Due to shelter-in-place orders, all three San Mateo Public Library facilities were closed to the public from 3/16/20 through 6/30/20, and the golf course was completely closed from 3/16/20 through 5/5/20.

Source: Various City Departments

**City of San Mateo**  
**Capital Asset Statistics by Function**  
**Last Ten Fiscal Years**

<u>Function</u>	<u>FISCAL YEAR</u>									
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Fire:										
Fire stations	6	6	6	6	6	6	6	6	6	6
Golf course:										
Municipal golf courses	1	1	1	1	1	1	1	1	1	1
Library:										
Main Library	1	1	1	1	1	1	1	1	1	1
Branch Library	2	2	2	2	2	2	2	2	2	2
Parks and recreation:										
Parks acreage	314	318	320	320	320	320	320	320	320	320
Parks	30	34	35	35	35	35	35	35	35	35
Swimming pools	2	2	2	2	2	2	2	2	2	2
Tennis courts	16	16	16	16	16	16	16	16	16	16
Community centers	6	6	6	6	6	6	6	6	6	6
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	35	35	36	37	37	37	40	40	40	40
Public works:										
Street (miles)	204	204	204	204	204	204	204	204	204	204
Street lights	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Traffic signals	79	84	84	86	87	87	87	90	90	90
Sewer:										
Wastewater treatment plant	1	1	1	1	1	1	1	1	1	1
Sanitary sewers (miles)	236	236	236	260	260	260	260	260	260	260
Storm drains (miles)	140	140	140	148	148	148	148	148	148	148
Number of pump stations	38	37	35	37	37	37	37	37	37	37
Maximum daily treatment capacity (mgd)	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7	15.7

Source: Various City Departments

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# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 13

Section Name: CONSENT CALENDAR

Account Number: 10-151:

File ID: 24-8551

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** City Clerk's Office  
**MEETING DATE:** March 18, 2024

**SUBJECT:**

Boards and Commissions – Confirm Reappointments and Establish Annual Appointment Subcommittees

**RECOMMENDATION:**

Appointments as follows, all terms through June 10, 2028: Alli Fitzgerald (Community Relations Commission), Wendy McCall (Library Board), Sandy Shepler (Measure S Oversight Committee) to a first full term; Jerold Nugent (Community Relations Commission), Tony Villanueva (Personnel Board), and Ellen Wang (Senior Citizens Commission) to a second full term. Establish Appointment Subcommittees with Mayor Diaz Nash and the Commission Liaison to interview for vacancies on the Community Relations Commission, Senior Citizens Commission, Sustainability and Infrastructure Commission, Park and Recreation Commission, Planning Commission, Library Board, Personnel Board, and Measure S Oversight Committee.

**BACKGROUND:**

The first step in an annual board and commission recruitment is for those eligible for reappointment to indicate their interest in continuing to serve. Secondly, staff identifies any commissioners who are not eligible to serve another term due to term limits. After consulting with these commissioners, the following reappointments are recommended, and the following vacancies have been identified:

1. Community Relations Commission: Alli Fitzgerald is currently serving a partial term and is eligible for reappointment for a first full term from June 10, 2024, through June 10, 2028; Jerold Nugent is currently serving a first full term and is eligible for a second full term from June 10, 2024, through June 10, 2028; Noopur Vyas Anand is currently serving a first full term and is vacating the position, thus creating an unscheduled vacancy.
2. Library Board: Wendy McCall is currently serving a partial term and is eligible for reappointment for a first full term from June 10, 2024, through June 10, 2028.
3. Park and Recreation Commission: Heather Wolnick is currently serving a second full term and is vacating the position, thus creating an unscheduled vacancy.
4. Personnel Board: Tony Villanueva is currently serving a first full term and is eligible for reappointment for a second full term from June 10, 2024, through June 10, 2028.
5. Planning Commission: Martin Wiggans is currently serving a partial term and is eligible for reappointment, however, Commissioner Wiggans does not wish to serve a first full term.
6. Senior Citizens Commission: Ellen Wang is currently serving a first full term and is eligible for reappointment for a second full term from June 10, 2024, through June 10, 2028. Monika Lee will have completed two terms on the commission and is not eligible for another term.

7. Sustainability and Infrastructure Commission: Pamela Rittelmeyer is currently serving a partial term and is eligible for reappointment, however Commissioner Rittelmeyer does not wish to serve a first full term.
8. Measure S Oversight Committee: Sandy Shepler is currently serving a partial term and is eligible for reappointment for a first full term from June 10, 2024, through June 10, 2028.

Per the City Council Guidelines, the City Council appoints an Appointment Subcommittee for each board or commission vacancy, comprised of the Mayor (or designee) and the Council liaison to that commission. The guidelines also allow the other Council Members to participate as a member of the Appointment Subcommittee. As each Appointment Subcommittee meeting is publicly noticed, and to ensure that the meeting is appropriately noticed, this is the opportunity for Council to add their names as a participant to any Appointment Subcommittee, by noting after the reading of the consent calendar that they want to be added to any Appointment Subcommittee being scheduled.

The Appointment Subcommittees are established as:

1. Community Relations Commission: Mayor Diaz Nash and Council Member Loraine with advice from Housing Specialist Nicky Vu
2. Library Board: Mayor Diaz Nash and Deputy Mayor Newsom with advice from City Librarian James Moore
3. Park and Recreation Commission: Mayor Diaz Nash and Deputy Mayor Newsom with advice from Parks & Recreation Director Joanne Magrini
4. Personnel Board: Mayor Diaz Nash and Council Member Hedges with Human Resources Director Shawna Maltbie
5. Planning Commission: Mayor Diaz Nash and Deputy Mayor Newsom with advice from Acting Community Development Director Zach Dahl
6. Senior Citizens Commission: Mayor Diaz Nash and Council Member Lee with advice from Community Services Section Manager Stephanie Douglas
7. Sustainability and Infrastructure Commission: Mayor Diaz Nash and Council Member Loraine with advice from Public Works Director Matt Fabry
8. Measure S Oversight Committee: Mayor Diaz Nash and Council Member Hedges with advice from Finance Director Karen Huang

The recruitment for scheduled and unscheduled vacancies will take place between April 1, 2024, and April 16, 2024. Appointment Subcommittee interviews will be scheduled the week of March 6, 2024, with the goal to bring appointment recommendations to the full Council at the May 20, 2024, regular meeting.

#### **2024 Outreach and Recruitment Success Plan:**

On September 18, 2023, the City Clerk's Office presented to the City Council the 2023 Demography Study. The 2023 survey revealed disparities in representation of the wider San Mateo community on Boards, Commissions, and Committee. Staff received direction from the City Council on opportunities to bolster outreach and recruitment efforts. This direction, coupled with further research into best practices among city clerk's offices within the state, and the City's Diversity, Equity, and Inclusion Strategic Framework, helped with the development of San Mateo's 2024 Outreach and Recruitment Success Plan (Attachment 2). This plan will serve as a framework for the City Clerk's Office to help address the disparities identified within the 2023 survey. As outlined within the plan, staff will monitor applicant data and return to the Council to share the results of these efforts.



**BUDGET IMPACT:**

There is no budgetary impact associated with this administrative action.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Boards and Commissions List

Att 2 – Outreach and Recruitment Success Plan

**STAFF CONTACT**

Martin McTaggart, Deputy City Clerk

[mmctaggart@cityofsanmateo.org](mailto:mmctaggart@cityofsanmateo.org)

(650) 522-7044



## Boards, Commissions & Committees List

**Term**                      **Date**                      **Term**  
**Appt'd**                      **Expires**

**COMMUNITY RELATIONS COMMISSION**                      (650) 522-7220  
*Meeting: 3rd Wednesday, 7:00 p.m. City Hall (Room C)*

1	Sheri Boles, Vice Chair	07-19-21	06-10-26
1	Meghan Crowell, Chair	06-10-21	06-10-25
1	Noopur Vyas Anand	09-06-22	06-10-26
1	Jerold Nugent	06-10-20	06-10-24
0	Alli Fitzgerald	01-17-23	06-10-24

**LIBRARY BOARD**                      (650) 522-7802  
*Meeting: 4th Monday, 5:30 p.m. Main Library Cedar Rm.*

1	Richard Wysong	06-10-23	06-10-27
0	Sheila Canzian	04-17-23	06-10-25
0	Wendy McCall	04-17-23	06-10-24
1	Austin Volz, President	01-03-22	06-10-26
0	Shaylona Wheeler, Vice President	01-03-22	06-10-25

**PARK AND RECREATION COMMISSION**                      (650) 522-7400  
*Meeting: 1st Wednesday, 7:00 p.m. City Hall (Room C)*

1	Sarah Fields, Chair	06-10-21	06-10-25
0	Regina Trapp	10-16-23	06-10-27
1	Sandra Kiapi	06-10-23	06-10-27
0	Peter Wicher	10-16-23	06-10-26
2	Heather Wolnick, Vice Chair	07-17-17	06-10-25
1	Thomas Jacob Jelniker, (YC)	11-06-23	11-06-24
1	Serene Audrey Li (YC)	11-06-23	11-06-24

**PERSONNEL BOARD**                      (650) 522-7260  
*Meeting: 3rd Tuesday, 7:00 p.m. City Hall (Room C)*

1	Caiti Busch	06-10-21	06-10-25
1	Debra Kaiser	06-10-21	06-10-25
2	Gayle Murphy, Chair	07-20-15	06-10-26
1	Elizabeth DeWinter	06-10-23	06-10-27
1	Tony Villanueva, Vice Chair	01-19-21	06-10-24

**MOSQUITO & VECTOR CONTROL DISTRICT**  
(650) 573-8358

Vacant

0 = appointed to unscheduled opening, eligible to serve a first full term 1 = in first term currently 2 = in second (final) term currently YC = Youth Commissioner
---

**Term**                      **Date**                      **Term**  
**Appt'd**                      **Expires**

**PLANNING COMMISSION**                      (650) 522-7212  
*Meeting: 2nd & 4th Tuesdays, 7:00 p.m. Council Chambers*

2	John Ebnetter, Chair	06-01-15	06-10-25
1	Adam Nugent	07-19-21	06-10-25
1	Seema Patel, Vice Chair	06-10-21	06-10-26
2	Margaret Williams	07-15-19	06-10-27
0	Martin Wiggins	05-16-22	06-10-24

**SENIOR CITIZENS COMMISSION**                      (650) 522-7400  
*Meeting: 2nd Monday, every other month beginning in January  
4:00 p.m. San Mateo Senior Center*

0	Thomas Lease	04-17-23	06-10-25
0	Anna Cwirko-Godycki	02-05-24	06-10-27
2	Monika Lee, Vice Chair	07-18-16	06-10-24
1	Ellen Wang, Chair	07-20-20	06-10-24
2	Mary Webb	02-17-15	06-10-26

**SUSTAINABILITY & INFRASTRUCTURE COMMISSION**                      (650) 522-7153

*Meeting: 2nd Wednesday, 7:00 p.m. Council Chambers*

0	Pamela Rittelmeyer	01-17-23	06-10-24
1	Kimi Narita, Vice Chair	04-05-21	06-10-27
1	Sigalle Michael	08-15-22	06-10-26
2	Clifford S. Robbins	08-06-18	06-10-26
1	Susan Rowinski, Chair	08-06-18	06-10-25

**YOUTH ACTIVITIES COUNCIL (YAC)** (650) 522-7432  
*Meets twice a month, Coordinator: Adeline Jones*

Youth from the following schools represent the voice of San Mateo teens: Aragon – Hillsdale – Serra – San Mateo

Board and Commission Members are appointed by the City Council. To apply for future vacancies, or for further information, please contact the City Clerk. Members serve a four-year term of office. Qualifications: Registered Voter of the City of San Mateo.

<u>Term</u>	<u>Date Appt'd</u>	<u>Term Expires</u>
-------------	------------------------	-------------------------

MEASURE S OVERSIGHT COMMITTEE

(650) 522-7040

Meeting: 3<sup>rd</sup> Tuesday of the 2<sup>nd</sup> month of the quarter (February, May, August, November) at 6:00 p.m. City Hall (Room C)

0	Sandy Shepler	04-17-23	06-10-24
0	Karen Moen	04-17-23	06-10-26
2	Thomas Morgan	02-05-18	06-10-25
0	William Yang	04-17-23	06-10-26
1	Nick Atkeson	06-10-23	06-10-27

CIVIC ARTS COMMITTEE

(650) 522-7164

Meeting: 2<sup>nd</sup> Monday, every other month beginning in January, 4:00 p.m. City Hall (Room C)

Robert Gooyer, Vice Chair  
Seema Patel  
Ginger Slonaker  
Stephen Tabler, Chair  
Dianne Whitaker

INVESTMENT ADVISORY COMMITTEE

(650) 522-7100

Meeting: 3<sup>rd</sup> Thursday of Jan/Apr/Jul/Oct at 3:30 p.m., City Hall (Room C)

Jeff Adams  
Michael Carney  
Chris deLong  
Margaret Taylor, Chair

GENERAL PLAN SUBCOMMITTEE

Meeting: *Varies*

Cliff S. Robbins, Chair (Sustainability & Infrastructure Commission)  
Heather Wolnick, Vice Chair (Park and Recreation Commissioner)  
Lisa Diaz Nash (City Council Member)  
Adam Loraine (City Council Member)  
Seema Patel (Planning Commissioner)  
Adam Nugent (Planning Commissioner)  
Ken Chin (San Mateo Foster City School Board Member)

Board and Commission Members are appointed by the City Council. To apply for future vacancies, or for further information, please contact the City Clerk. Members serve a four-year term of office. Qualifications: Registered Voter of the City of San Mateo.

/s/ PATRICE M. OLDS, CITY CLERK

SAN MATEO



# BOARDS, COMMISSIONS, AND COMMITTEES

OUTREACH AND RECRUITMENT SUCCESS PLAN

**2024 Annual Recruitment**



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# Overview

## **City Clerk's Office Diversity, Equity, and Inclusion Strategic Framework Initiative**

Broaden the outreach and recruitment strategies for Boards, Commissions, and Committees to bolster inclusive participation reflecting the diversity of the City of San Mateo's community.

### **Outreach Plan and Purpose**

This plan aims to establish priorities, strategies, and messaging for Boards, Commissions, and Committee's recruitment outreach in 2024 and beyond within the City Clerk's Office. Aligned with the Clerk's Office Diversity, Equity, and Inclusion Strategic Framework Initiative, its objective is to enhance communication and engagement during the recruitment process effectively, thereby improving overall effectiveness and wider community participation.

### **Objectives**

- Increase the number of applicants per vacancy.
- Broaden the range of applicants by engaging with individuals from underrepresented groups.
- Utilize established partnerships and explore new collaborations to advertise and highlight vacancies.
- Inform the community about the City's advisory committees and ways for individuals to engage and take part in these opportunities.

### **Metrics for Success**

- Conduct and analyze results from regularly scheduled demographic studies of Boards, Commissions, and Committees, including applicant data.
- Track levels of engagement on recruitment efforts through social media and associated webpages.



## Population

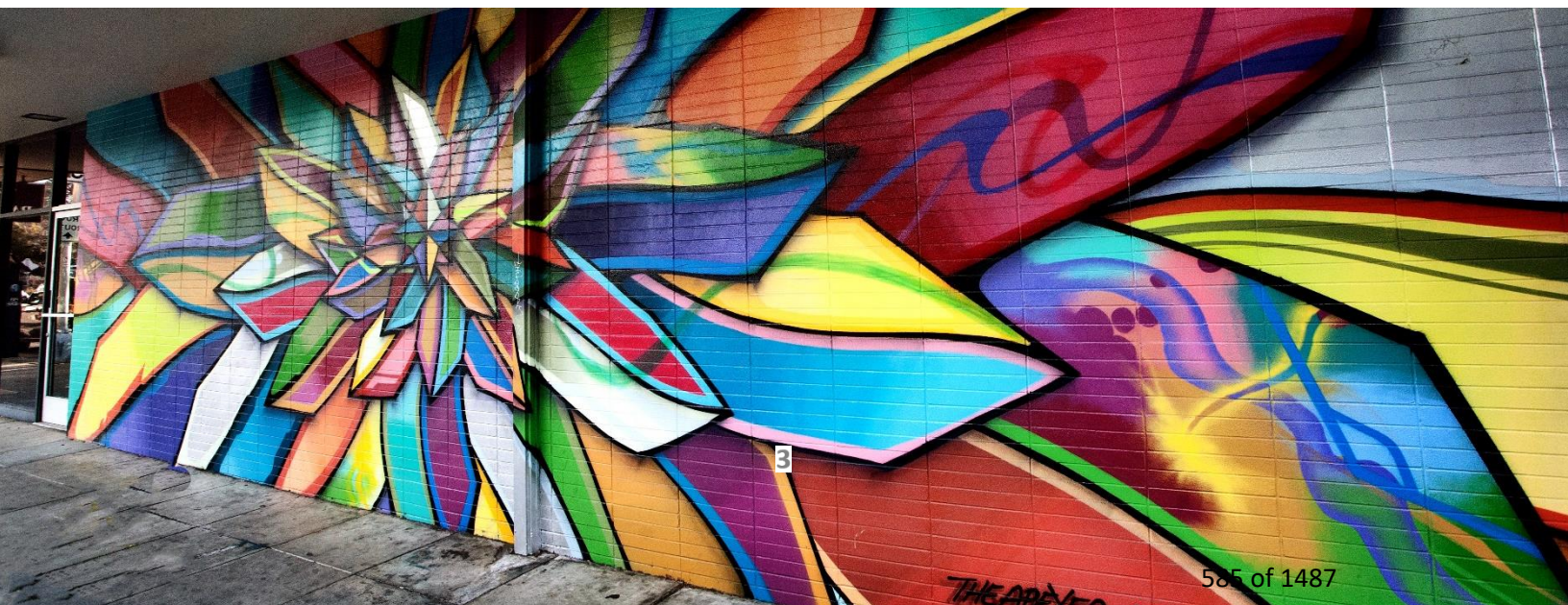
(See [September 18, 2023 Boards and Commissions – 2023 Demography Study Agenda Report](#) for a full comparative analysis).

While the 2023 Boards and Commissions Demographic Survey revealed progress and positive trends, representation disparities were identified. Several populations are underrepresented. Compared to the city's general population, people of color, multilingual individuals, renters, and young adults are underrepresented on our Boards & Commissions. The study also revealed geographic disparities in representation between Council districts.

During this year's recruitment cycle, a concentrated effort will be made to reach these underrepresented populations.

## Outreach Objectives

- Identify opportunities to leverage existing relationships with community organizations and faith-based institutions.
- Partner directly with organization leadership to promote vacancies at regularly scheduled meetings and special events.
- Expand existing contact list and further develop connections that have been established but are potentially underutilized.
- Consider smaller groups comprised of volunteers, event organizers, and neighborhood leaders.





# Outreach Plan

## Outreach Priorities

Overarching priorities to bolster recruitment and outreach to members of underrepresented communities within the City of San Mateo:

Priority #1: Engage with Community Members & Partner to Bolster Outreach Efforts

Work directly with partners to engage, collaborate, and communicate throughout the outreach & recruitment process.

Priority #2: Accurate, Open, and Strategic Communication Efforts

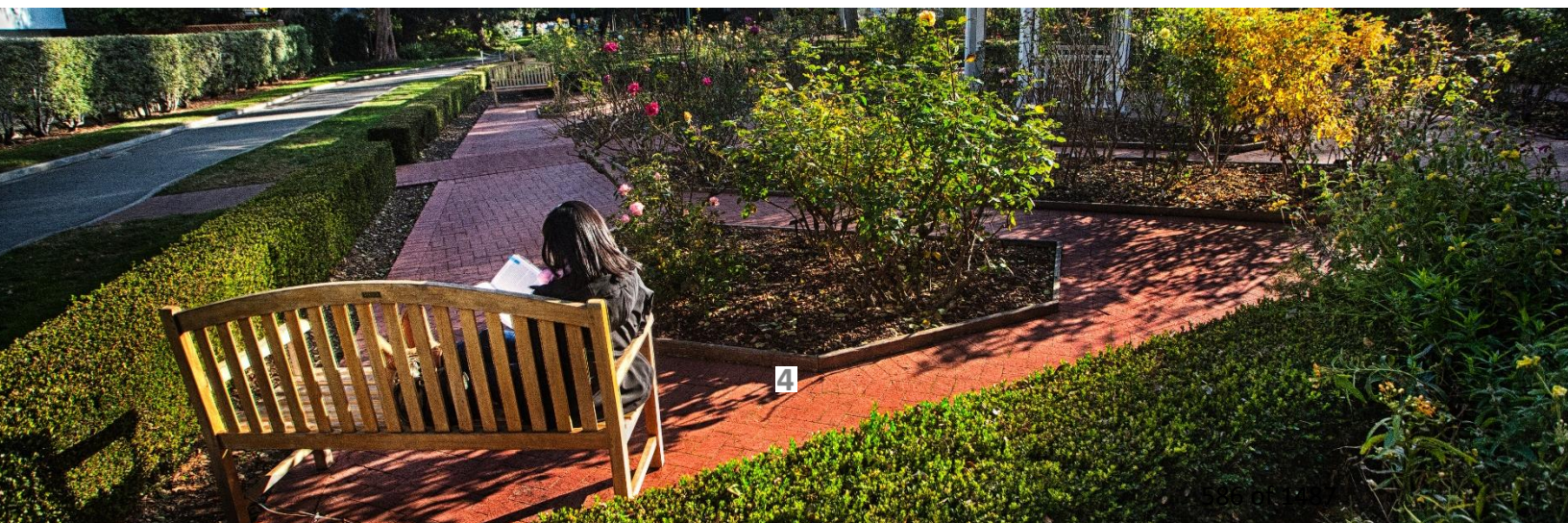
Promptly distribute accurate information related to B&C recruitment through a variety of City communication channels. Strategize key messages and create high-quality content to effectively reach and educate potential applicants.

Priority #3: Data Collection

Monitor progress and collect data throughout this year's outreach and recruitment cycle.

## Recruitment Timeline

Date	Event
3/18/2024	Confirm Reappointments and Establish Annual Appointment Subcommittees
4/1/2024	Recruitments Begin
4/26/2024	Recruitments Close
5/6/2024	Appointment Subcommittee Interviews Begin
5/20/2024	Council Action on New Appointees
6/10/2024	Outgoing Commissioner Terms Expire





## Survey Findings and Recommendations for the 2024 Boards & Commissions Recruitment Cycle

### Outreach to New Residents

According to the 2017 survey, the average number of years lived in San Mateo was 25 years, with over 80% residing in San Mateo for over a decade. In 2023, that average decreased to 20 years, with 70% of respondents living in San Mateo for over a decade.

A longstanding connection to the city continues to be a desirable attribute for applicants, however, outreach to new community members provides opportunities to bolster participation in future recruitments and attract applicants with different lived perspectives and experiences.

#### Outreach Objectives:

- Share Boards & Commissions informational material with organizations that provide realty and rental services to new residents.
- Include Boards & Commissions informational material in new resident resources.

### **Expand existing contact list and build relationships with community organizations whose member-base consists of individuals who identify as Hispanic and Latino, as well as those who identify as Asian.**

According to the 2023 B&C Demography Survey, none of the survey respondents identified as Hispanic, Latino, or of Spanish origin. 24% of the San Mateo population shares this identification. Representation of respondents who identify as Asian dropped from 24% in 2017 to 12% in 2023. 26% of the San Mateo population identifies as Asian.

#### Outreach Objectives:

- Identify opportunities to leverage existing relationships with community organizations and faith-based institutions.
  - Partner directly with organization leadership to promote vacancies at regularly scheduled meetings and special events.
- Expand existing contact list and further develop connections that have been established but are potentially underutilized.
  - Consider smaller groups comprised of volunteers, event organizers, and neighborhood leaders.

### **Expand Messaging to Multilingual Applicants**

A smaller proportion of commissioners speak a language other than English at home compared to the general population. B&C members are largely monolingual English speakers. Roughly half of San Mateo's population speaks a language other than English.

There was a 3% decrease in bilingual B&C members between 2017 and 2023. At present, representation on B&Cs for Asian and Pacific Islander and Spanish speaking communities is minimal compared to the San Mateo population. Note, that while the city is not exploring recruitment specific to members of the community whose primary language is not English, outreach to multilingual individuals broadens the range of input available to advisory members as well as members of the community who speak a language other than English and may have limited English proficiency. Incorporating outreach to multilingual communities and organizations will serve to increase participation, engagement and representation from community members who do not speak English as their primary language.

Note, that while the city is not exploring recruitment specific to members of the community whose primary language is not English, incorporating outreach to multilingual communities and organizations will serve to increase participation, engagement and representation from community members who do not speak English as their primary language.

#### Outreach Objectives:

- Conduct outreach to applicants who speak a second language to narrow the divide between local government and community members who have limited English language proficiency.
- Provide translated resources.

### **Youth-Targeted Educational Messaging**

Age distribution amongst Boards and Commissioners is closely aligned, consistently representative of the 25-44 age bracket, but over-represent the 65+ age bracket. However, San Mateo B&Cs lack young adult representation. As of Fall 2023, there were no young adults under the age 25 serving (though two non-voting youth members have recently been appointed to the Parks and Recreation Commission).

#### Outreach Objectives:

- Develop material to educate younger populations and introduce them to the idea of serving on a Board or Commission (if they are not



presently able to apply or ineligible due to age, they may participate in future recruitments).

- Share educational material with high school student leadership programs and voter education programs to encourage youth engagement.





## **Outreach to Educational Institutions**

According to the 2023 survey, roughly 3 in 4 B&C members have post - graduate degrees, while 1 in 4 of the San Mateo general population hold graduate or professional degrees. Members with graduate or professional degrees have increased by 7% since 2017.

An educated applicant pool is greatly desired. However, individuals who do not yet possess but are actively pursuing higher education (or participating in alternative professional programs) may also be potentially viable candidates. Additionally, those pursuing advanced degrees or certifications are generally comprised of young adults, which is also a target population.

### Outreach Objectives:

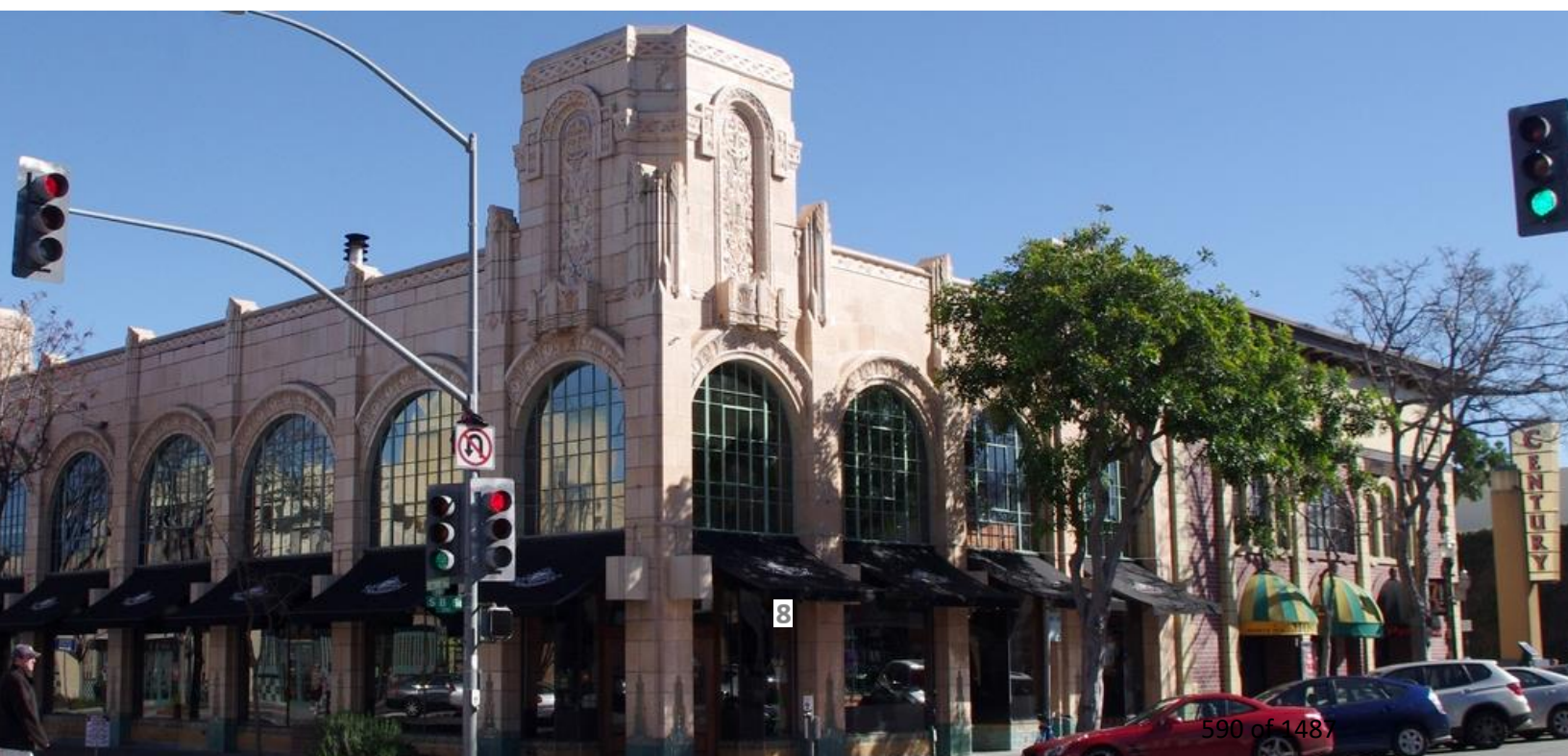
- Conduct outreach to local educational institutions and professional programs.

## **Outreach to renters, apartment communities, and nonprofit rental housing providers.**

17% of B&C members are renters. About 48% of San Mateo residents rent. There was a 5% increase in the percentage of members that are renters between 2017 and 2023, but homeowners continue to be disproportionately represented on B&Cs.

### Outreach Objectives

- Contact apartment communities and local tenant organizations.



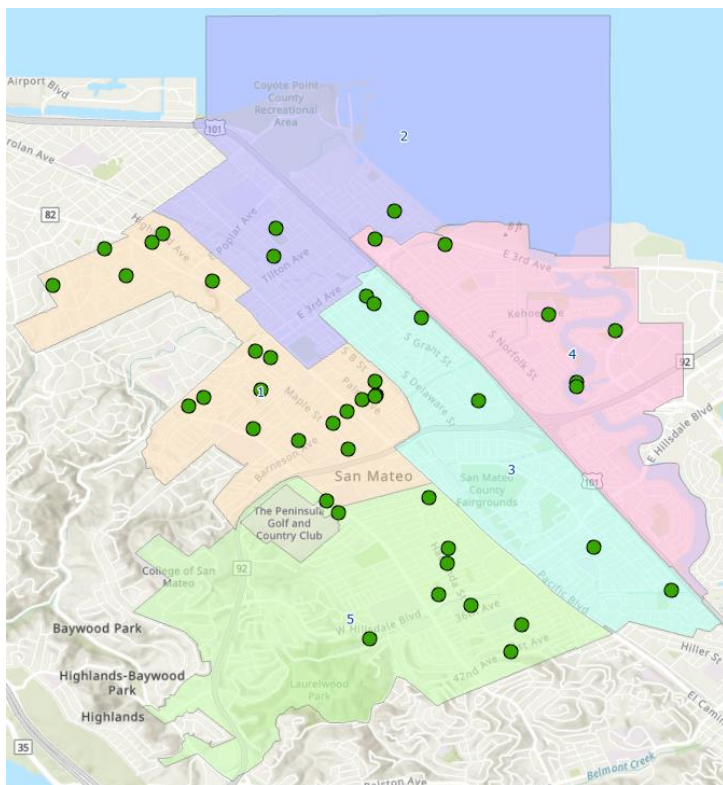
## Promote Vacancies to Residents of Districts 2, 3, And 4.

Nearly half (47.9%) of Board Members and Commissioners reside in District 1. District 5 is the second highest represented district (20.8%), followed by District 3 (14.6%), District 2 (10.4%), and District 4 (6.3%).

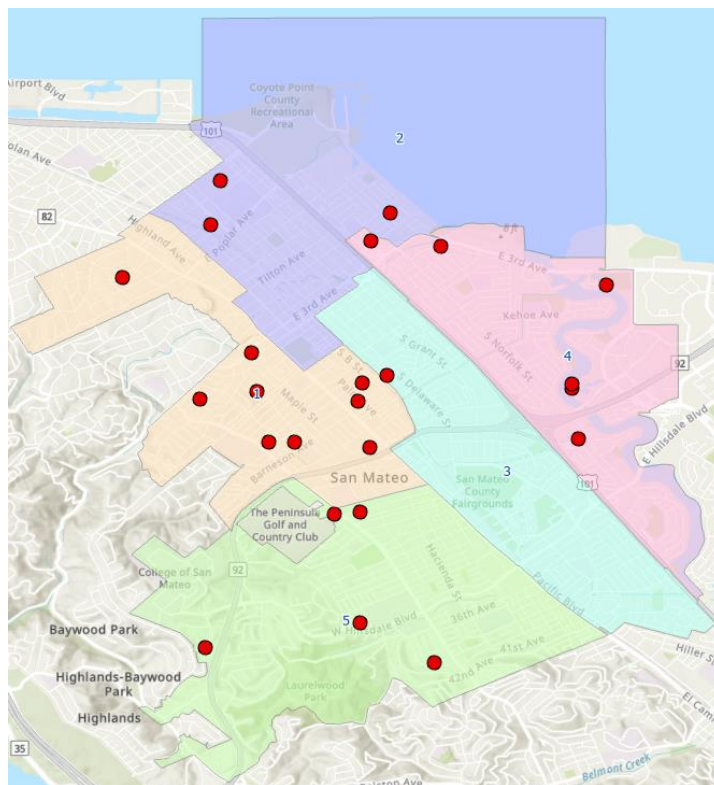
### Outreach Objectives:

- Conduct outreach to neighborhood associations/groups & organizations in those specific areas.
- Partner with Council Members representing these districts to reach members of these communities.

The map below shows the distribution of Board and Commission Members currently serving.



The map below shows the distribution of applicants from January 2023 to present.





# Metrics

Standard metrics will be tracked to measure the success of this year's outreach and recruitment efforts.

## Email Outreach

- Monitor engagement on vacancy & outreach emails (including eNews messaging containing information related to B&C recruitment)

## Website

- Page views and visitor data on webpages related to recruitment as well as webpages for individual B&Cs.

## Social Media

- Engagement, reach and quantity of posts related to outreach and recruitment

## Printed Materials

- Number of printed materials distributed to high-traffic locations.

## Other Metrics

- Applicant and appointee demographics
- In-Person/Phone inquiries
- Number of materials translated to Spanish or another language
- Survey responses
- Proactive collection of applicant demographics data



# Community Organizations & Resources

The following list of non-profit/community-based organizations provide a sample of the community organizations and resources to be contacted with to engage with Boards, Commissions, and Committee recruitments. This list is not exhaustive and is expected to grow as partnerships develop.

- American Association of University Women (AAUW)
- Center of Independence of Individuals with Disabilities
- CORA (Community Overcoming Relationship Abuse)
- Human Investment Project, Inc. (HIP)
- JACL: San Mateo Japanese American Community Center
- Mid-Peninsula Boys & Girls Club, Inc.
- NAACP San Mateo Branch
- Organization of Chinese Americans San Mateo
- Peninsula Conflict Resolution Center
- Peninsula Family Service
- Peninsula Jewish Community Center
- Samaritan House
- San Mateo Adult School
- San Mateo Area Chamber of Commerce
- San Mateo County Health System, Aging and Adult Services
- Self-Help for the Elderly
- Silicon Valley Community Foundation
- Taulama for Tongans





# Social Media

## Twitter Accounts

- [@CityofSanMateo](#)
- [@SanMateoPD](#)
- [@SMCFireDept](#)
- [@SMFieldUpdates](#)

## Instagram Accounts

- [City of SanMateo CA](#)
- [San Mateo Public Library](#)
- [San Mateo Police Department](#)
- [San Mateo Parks and Recreation](#)
- [San Mateo Consolidated Fire Department](#)

## Facebook Accounts

- [City of San Mateo](#)
- [Central Park Master Plan](#)
- [Dine San Mateo](#)
- [Fire Department](#)
- [King Center](#)
- [Police Department](#)
- [Public Library](#)
- [San Mateo Parks and Recreation](#)
- [San Mateo Teens](#)

## Other ways to get the word out to large numbers of people:

- [San Mateo Nextdoor](#) - A private social network for your neighborhood. Make sure to sign up and follow the City's Nextdoor feed for updates, news and events.
- [City of San Mateo YouTube Channel](#) - San Mateo has an ever growing collection of videos featuring community events, workshop and much more. See what we're up too!
- [NotifyMe](#) - The City website email notification system offers a wide variety of subscriptions topics for the community.



## In-Person Community Engagement Opportunities

Recruitment will begin in late March and close in May (with extended recruitment for any vacancies that received limited interest).

### Special Events:

Event	Date	Lead Organization
<a href="#">Eggstravaganza</a>	Saturday, March 30, 2024	Parks & Recreation
<a href="#">Earth Day Clean Up</a>	Saturday, April 20, 2024	Public Works
<a href="#">Bike Rodeo</a>	Saturday, May 4, 2024	Public Works
<a href="#">Mental Health Matters 5K</a>	Saturday, May 18, 2024	StarVista & SM PAL
San Mateo LGBTQ+ Pride	Saturday June 1, 2024	Parks & Recreation

### Recurring Events:

Event	Date	Lead Organization
College of San Mateo Farmers' Market	Saturdays, 9am – 1:00pm	Pacific Coast Farmers' Market Association
25 <sup>th</sup> Avenue San Mateo Farmers' Market	Begins Tuesday May 7, 2024 Tuesdays 3:00pm – 7:00pm	Pacific Coast Farmers' Market Association





# Resignations & Expiring Terms

Name	Board, Commission, Committee	Terming Out?	Unscheduled Vacancy?	Reappointment Preference	Which Term is Being Requested?
Jerold Nugent	Community Relations	No	No	Yes	Second
Alli Fitzgerald	Community Relations	No	No	Yes	First Full
Wendy McCall	Library	No	No	Yes	First Full
Tony Vilanueva	Personnel	No	No	Yes	Second
Ellen Wang	Senior Citizens	No	No	Yes	Second
Pamela Rittelmeyer	Sustainability & Infrastructure	No	No	No	First Full
Sandy Shepler	Measure S	No	No	Yes	First Full
Noopur Vyas Anand	Community Relations	No	Yes	N/A	N/A
Heather Wolnick	Park and Recreation Commission	No	Yes	N/A	N/A
Martin Wiggins	Planning	No	Yes	N/A	N/A
Monika Lee	Senior Citizens	Yes	No	N/A	N/A





# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 14

Section Name: PUBLIC HEARING

Account Number: 21-4678

File ID: 24-8457

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** March 18, 2024  
**SUBJECT:**  
2024 Solid Waste Collection Rates – Increase

### RECOMMENDATION:

Adopt a Resolution to establish maximum rates for solid waste, recycling, and organics collection for rate year 2024; and adopt a resolution authorizing the Finance Director to appropriate \$1,000,000 from the Solid Waste Fund unassigned fund balance and remit to Recology to reduce the City's balancing account deficit by September 30, 2024.

### BACKGROUND:

The City's Solid Waste Program (Program) includes waste diversion, compost/recycling education and outreach, special collection events, construction and demolition recycling plan processing, litter reduction programs, illegal dumping abatement, and hazardous materials management, and ensures compliance with all county, regional, state, and federal regulations. Solid waste, recycling, and organics collection, processing, and disposal services are available to all residents and commercial businesses in the City of San Mateo. The City is one of eleven local jurisdictions who are part of the joint powers authority, South Bayside Waste Management Authority (SBWMA), which oversees various aspects of solid waste services and programming for all members.

Each year, Council approves the solid waste rates to cover the costs of the collection services provided by Recology San Mateo County (Recology); the processing and disposal services provided by South Bayside Industries, Inc. (SBI); the City's portion of the costs of membership in our joint powers authority, SBWMA; and the City fees, which include the City's solid waste program, street sweeping, litter reduction, and illegal dumping programs, trash capture device maintenance, and franchise fees. The City retains HF&H Consultants (HF&H) to assist in developing a rate structure to fund the cost of solid waste services.

In 2021, the City adopted a long-term plan for incremental adjustment to the residential solid waste rates to bring them into alignment over time with their true cost of service. A phased-in cost-of-service implementation plan was presented to City Council in May 2023 and staff received direction to continue to implement the plan. However, at that time, cost increases for collection services and processing and disposal were unknown, and not factored into the presentation. For 2024, the cost increases for collection, processing, and disposal services are significantly higher than the City has experienced in recent years.

For instance, collection costs in 2024 will increase 9% compared to 2023. Recology's annual compensation is set by the exclusive franchise agreement between the City and Recology. The agreement was renewed in 2019 and will expire in 2035. The agreement includes a methodology for allowable increases. These increases are due to high inflationary costs for labor, fuel, and other operating expenses, as well as increases in the number of drivers, additional routes, and route costs due to the increases in organics collection service mandated by Senate Bill 1383 (SB 1383), which requires all customers to have separate organic material collection services to keep organic materials out of the landfill. Recology's annual compensation

is reviewed and approved by the Board of Directors of the SBWMA.

Additionally, the processing and disposal fees in 2024 will increase 25% compared to 2023. A competitive bid process conducted by the SBWMA, which included review and approval by City representatives, chose a new operator for the Shoreway Environmental Center where all materials collected by Recology in the City of San Mateo are taken for processing before recycling or disposal. The new operator is SBI, which began as of January 1, 2024. The City has a representative on the Board of Directors of the SBWMA and the former City Finance Director was a member of the SBWMA Finance Committee who reviewed the franchise agreement renewal, and the SBI contract.

Due to uncertain times during the COVID pandemic, the City suspended rate increases for two years. While this was prudent action taken by the Council at the time, this has resulted in the need for higher rate increases for customers to make up the shortfall that has been created.

Maintaining rates at the 2023 level to meet the 2024 projected expenses would lead to an anticipated deficit of \$3,880,569. However, staff worked to lower the deficit to \$1,769,277 to lessen the impact on customers. The proposed reduction is a result of the following actions:

- \$660,669 from a one-year deferral of Recology collection cost increases using the “Cap Carry Forward” option identified below.
- \$517,296 from a one-year reduction in processing and disposal fees from the use of SBWMA rate stabilization funds approved by the SBWMA in September 2023. This cost will need to be covered by San Mateo rate payers in future rates yet to be established.
- \$933,427 by suspending collection of the City’s landfill closure fee and reducing the trash capture device fee to cover only maintenance of existing devices. The landfill closure fee is collected to provide funds to maintain the 3rd Street landfill as required by state mandate. The current balance in the fund is sufficient for current and proposed projects. The trash capture device fee has been collected to pay for the construction of trash capture devices required by a state mandate to reduce trash entering the San Francisco Bay to zero.

The collection, processing, and disposal fee reductions are temporary. Suspending collection of the landfill closure fee and trash capture device fee will need to be reviewed annually to fund future projects, if needed.

On January 16, 2024, City Council provided direction to establish the following 2024 customer rate increases to address the revenue shortfall:

1. Adopt the “Cap Carry Forward” option allowed under the City’s franchise agreement which will limit Recology’s compensation to a 5% increase from the previous year’s compensation. This will defer \$660,669 of Recology’s compensation until 2025 without incurring interest in the City’s balancing account with Recology. If approved, staff will notify the SBWMA and Recology as required under the franchise agreement. The alternative would require an additional \$660,669 to be raised through rates in 2024.
2. Raise the 20-gallon commercial cart rate by \$2.85 per month, as shown in Table A. No additional commercial rate increases are recommended because current commercial rates cover their costs. After this increase, all commercial cart rates will meet their true cost of service.
3. Remove the 25% discount on organics collection service subscription offered to all commercial accounts, which has been in place for many years. Under SB 1383, organics subscription is mandated so this incentive is not needed. Further, the current discounted rate does not cover the cost of the collection and processing. This change would increase all commercial organics rates, as shown in Table B.
4. Raise residential rates by \$5.00 per month based on Table C in the chart below. The Solid Waste Fund has

sufficient reserves to reduce the impact on rate payers in 2024. However, the use of reserves acts only as a one-time rate relief as the revenue requirement remains the same going forward into future years.

Tables A and B below summarize the current and proposed 2024 commercial solid waste and organic collection rates, respectively. Table C summarizes the current and proposed 2024 residential rate options. These rates include collection, processing, and disposal of garbage, recycling, and organics.

**Table A – PROPOSED 2024 Commercial Solid Waste Rate Changes**

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
Commercial Cart Rates			
20 Gallon Cart	\$25.49	\$28.34	\$2.85
32 Gallon Cart	\$37.18	\$37.18	\$0.00
64 Gallon Cart	\$64.26	\$64.26	\$0.00
96 Gallon Cart	\$94.47	\$94.47	\$0.00
Commercial Cart Rates			
1 Yard	\$170.18	\$170.18	\$0.00
2 Yard	\$340.45	\$340.45	\$0.00
3 Yard	\$510.65	\$510.65	\$0.00
4 Yard	\$680.90	\$680.90	\$0.00
6 Yard	\$1,021.31	\$1,021.31	\$0.00

**Table B – PROPOSED 2024 Commercial Organic Rate Changes**

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
Commercial Cart Rates			
20 Gallon Cart	\$19.12	\$28.34	\$9.22
32 Gallon Cart	\$27.89	\$37.18	\$9.29
64 Gallon Cart	\$48.20	\$64.26	\$16.06
96 Gallon Cart	\$70.85	\$94.47	\$23.62
Commercial Cart Rates			
1 Yard	\$127.63	\$170.18	\$42.54
2 Yard	\$255.33	\$340.45	\$85.11
3 Yard	\$382.99	\$510.65	\$127.66
4 Yard	\$510.68	\$680.90	\$170.23
6 Yard	\$765.98	\$1,021.31	\$255.33

**Table C – PROPOSED 2024 Residential Solid Waste Rate Changes (\$5/mo. Increase)**

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
Residential Cart Rates			
20 Gallon Cart	\$23.59	\$28.59	\$5.00
32 Gallon Cart	\$32.93	\$37.93	\$5.00
64 Gallon Cart	\$58.93	\$63.93	\$5.00
96 Gallon Cart	\$89.08	\$94.08	\$5.00

**Balancing Account:**

In accordance with the City's franchise agreement, Recology maintains a balancing account which tracks the annual surplus or deficit between what Recology is owed and what the City collects from solid waste rates. Deficits increase the balancing account shortfall and are charged interest. City Council direction has been to keep the balancing account as low as possible to avoid excessive interest charges.

Because the City chose to forego solid waste rate increases in 2020 and 2021 in both residential and commercial sectors due to the pandemic, the City's balancing account deficit with Recology is over \$1 million in arrears. To avoid accruing additional interest on the deficit, and passing on interest charges onto rate payers, staff recommends remitting payment to Recology in the amount of \$1 million dollars on or before September 30, 2024, which is the deadline for remittance per the Franchise Agreement.

Based on discussions with the Finance Department, the Solid Waste Fund has \$6.3 million available for rate stabilization and to reduce the balancing account deficit.

**Rate Setting Procedures:**

While the courts have not ruled that Proposition 218 applies to solid waste collection rates from a franchise hauler, in an abundance of caution, the City has historically followed the "majority protest" proceedings set forth in Proposition 218. Accordingly, at City Council's direction, staff mailed the attached public notification of the proposed maximum increase in solid waste rates to property owners on January 25, 2024. The notification instructed property owners wishing to submit a written protest that they must state the purpose of the letter; include the owner or customer's name, service address, assessor's parcel number, and the owner's or customer's signature for the property served; and mail the statement to the Office of the City Clerk. Statements of protest that include the above criteria will be accepted through the time of the public hearing.

At the end of the public hearing, the City Clerk will tally and report the qualifying written protests and the City Council will certify whether the written protests in opposition to the increase meet or do not meet the majority protest threshold. In accordance with Article XIII D, Section 6, of the California Constitution, a "majority protest" exists if written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels. If a majority protest is not received, the City Council may then approve adoption of the increased rates. If a majority protest is received, the City cannot increase the rates and the rates will remain unchanged.

**BUDGET IMPACT:**

If the proposed rate adjustments are approved, adjustments will be incorporated into future recommended budgets.

The proposed resolution, included in Attachment 2, approves an appropriation of \$1 million from the Solid Waste Fund unassigned fund balance to remit funds to Recology to address the deficit in the City's balancing account.

**ENVIRONMENTAL DETERMINATION:**

This action by the City in setting the maximum rates to be charged by Recology San Mateo County relates to funding an on-going solid waste collection service and is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

**NOTICE PROVIDED**

Notice of the proposed maximum increase in solid waste rates and the March 18, 2024 notice of public hearing were mailed to all property owners and Recology customers on January 25, 2024. This meets the 45-day notification requirement.

**ATTACHMENTS**

Att 1 – Proposed Solid Waste Rate Setting Resolution

Att 2 – Proposed Recology Remittance Resolution

### **Att 3 – Notice of Public Hearing**

#### **STAFF CONTACT**

Jack Johnson, Waste Management Supervisor  
jjohnson@cityofsanmateo.org  
650-522-7346

**CITY OF SAN MATEO**  
**RESOLUTION NO.\_\_(2024)**

**ADOPTING INCREASED MAXIMUM RESIDENTIAL AND COMMERCIAL SOLID WASTE RATES FOR 2024**

WHEREAS, the City reviews the rates charged by the City's franchisee (hereafter "Solid Waste Rates");  
and

WHEREAS, the purpose of the rate review is to ensure that rates cover the cost of solid waste, recycling, compost collection and disposal, and other fees; and

WHEREAS, the South Bayside Waste Management Association (SBWMA) approved Recology's Compensation Application for rate year 2024 including a rate increase, incorporated herein by reference;  
and

WHEREAS, a rate increase for 2024 is proposed in an amount not-to-exceed \$5.00 a month for all residential customers, not to exceed \$2.85 per cart per/per pick-up a month for all commercial accounts with 20-gallon cart service, and removal of the 25% discount on all commercial organics accounts; and

WHEREAS, while not currently required by law, the City followed the noticing procedure set forth in Article XIII D, Section 6 of the California Constitution (Proposition 218); and

WHEREAS, in accordance with Proposition 218, the City Council authorized staff to proceed with noticing and protest proceedings for the proposed rate increase; and

WHEREAS, the public was noticed of such proposed Solid Waste Rate increases by a notice mailed to all property owners and rate payers within the City on January 25, 2024; and

WHEREAS, a public hearing was held on March 18, 2024; and

WHEREAS, it was determined that there was not a majority protest.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY FINDS and RESOLVES that:

1. Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4), this action is not a project under CEQA because the City's rate setting relates to the funding mechanism of on-going solid waste collection services, which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.
2. In accordance with Article XIII D, Section 6 of the California Constitution:
  - a. The revenues derived from the Solid Waste Rates will not exceed the funds required to provide solid waste services.



- b. The revenues derived from the Solid Waste Rates will not be used for any purpose other than solid waste services.
  - c. The Solid Waste Rate charged will not exceed the cost of solid waste services per parcel.
  - d. Any surplus monies collected from the solid waste fees will be used to offset future revenue requirements.
  - e. The Solid Waste Rate is only charged for solid waste services that are currently available.
  - f. The Solid Waste Rate is not charged for general governmental services.
3. Notice of the proposed increase in maximum solid waste collection rates to be charged by the franchisee was mailed to property owners on January 25, 2024.
  4. A public hearing was conducted on March 18, 2024, regarding the proposed maximum Solid Waste Rate to be charged by the franchisee and all protests and other comments were considered.
  5. The number of written protests by owners of parcels within the City against the increase in maximum rates to be charged by the franchisee was tabulated by the City Clerk and the number of protests fell short of a majority.
  6. The City Council approves and adopts the new maximum rates to be charged by the franchisee for the residential and commercial solid waste program, set forth in the attached Exhibit A.
  7. The new maximum Organics Rates to be charged by the City's franchisee for commercial bin users shall be effective April 1, 2024.
  8. The new maximum \$5.00 per month increase for Solid Waste Rates to be charged by the City's franchisee for residential garbage cart users shall be effective April 1, 2024.
  9. The new maximum \$2.85 per cart/per pick-upper month increase for Solid Waste Rates to be charged by the City's franchisee for 20-gallon commercial garbage cart users shall be effective April 1, 2024.
  10. The City Council approves and adopts the new maximum rates to be charged by the franchisee for residential and commercial solid waste program if required.
  11. The new maximum Solid Waste Rates to be charged by the City's franchisee for commercial and residential users shall be effective April 1, 2024.

**EXHIBIT A**

2024

RESIDENTIAL AND COMMERCIAL SOLID WASTE RATES,  
COMPACT SPECIAL RATES,  
ADDITIONAL SERVICES RATES

## City of San Mateo

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### San Mateo Solid Waste Rates 2024 Residential Cans

Quantity and Size	Monthly Total
1 - 20	<b>\$28.59</b>
1 - 32	<b>\$37.93</b>
1 - 64	<b>\$63.93</b>
1 - 96	<b>\$94.08</b>

## Proposed 2024 Bin Rates

Effective April 1, 2024

QTY	SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
1-Yard Bins				
1	1 Yard	1X	\$170.18	\$170.18
1	1 Yard	2X	\$345.48	\$345.48
1	1 Yard	3X	\$525.82	\$525.82
1	1 Yard	4X	\$711.28	\$711.28
1	1 Yard	5X	\$901.82	\$901.82
1	1 Yard	6X	\$1,097.32	\$1,097.32
1	1 Yard	7X	\$1,298.00	\$1,298.00
2	1 Yard	1X	\$340.45	\$340.45
2	1 Yard	2X	\$691.03	\$691.03
2	1 Yard	3X	\$1,051.72	\$1,051.72
2	1 Yard	4X	\$1,422.57	\$1,422.57
2	1 Yard	5X	\$1,803.66	\$1,803.66
2	1 Yard	6X	\$2,236.06	\$2,236.06
2	1 Yard	7X	\$2,644.34	\$2,644.34
3	1 Yard	1X	\$510.65	\$510.65
3	1 Yard	2X	\$1,036.61	\$1,036.61
3	1 Yard	3X	\$1,577.51	\$1,577.51
3	1 Yard	4X	\$2,175.34	\$2,175.34
3	1 Yard	5X	\$2,757.30	\$2,757.30
3	1 Yard	6X	\$3,354.09	\$3,354.09
3	1 Yard	7X	\$4,040.48	\$4,040.48
4	1 Yard	1X	\$680.90	\$680.90
4	1 Yard	2X	\$1,382.11	\$1,382.11
4	1 Yard	3X	\$2,144.78	\$2,144.78
4	1 Yard	4X	\$2,900.42	\$2,900.42
4	1 Yard	5X	\$3,676.40	\$3,676.40
4	1 Yard	6X	\$4,556.66	\$4,556.66
4	1 Yard	7X	\$5,387.26	\$5,387.26
5	1 Yard	1X	\$851.14	\$851.14
5	1 Yard	2X	\$1,727.66	\$1,727.66
5	1 Yard	3X	\$2,681.04	\$2,681.04
5	1 Yard	4X	\$3,625.56	\$3,625.56
5	1 Yard	5X	\$4,683.52	\$4,683.52
5	1 Yard	6X	\$5,695.82	\$5,695.82
5	1 Yard	7X	\$6,859.82	\$6,859.82

## Proposed 2024 Bin Rates

Effective April 1, 2024

QTY	SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
2-Yard Bins				
1	2 Yard	1X	\$340.45	\$340.45
1	2 Yard	2X	\$691.03	\$691.03
1	2 Yard	3X	\$1,051.72	\$1,051.72
1	2 Yard	4X	\$1,422.57	\$1,422.57
1	2 Yard	5X	\$1,803.66	\$1,803.66
1	2 Yard	6X	\$2,236.06	\$2,236.06
1	2 Yard	7X	\$2,644.34	\$2,644.34
2	2 Yard	1X	\$680.90	\$680.90
2	2 Yard	2X	\$1,382.11	\$1,382.11
2	2 Yard	3X	\$2,144.78	\$2,144.78
2	2 Yard	4X	\$2,900.42	\$2,900.42
2	2 Yard	5X	\$3,676.40	\$3,676.40
2	2 Yard	6X	\$4,556.66	\$4,556.66
2	2 Yard	7X	\$5,387.26	\$5,387.26
3	2 Yard	1X	\$1,021.31	\$1,021.31
3	2 Yard	2X	\$2,114.60	\$2,114.60
3	2 Yard	3X	\$3,217.26	\$3,217.26
3	2 Yard	4X	\$4,435.24	\$4,435.24
3	2 Yard	5X	\$5,620.27	\$5,620.27
3	2 Yard	6X	\$6,964.32	\$6,964.32
3	2 Yard	7X	\$8,231.80	\$8,231.80
4	2 Yard	1X	\$1,361.78	\$1,361.78
4	2 Yard	2X	\$2,819.47	\$2,819.47
4	2 Yard	3X	\$4,374.20	\$4,374.20
4	2 Yard	4X	\$6,028.54	\$6,028.54
4	2 Yard	5X	\$7,637.39	\$7,637.39
4	2 Yard	6X	\$9,285.79	\$9,285.79
4	2 Yard	7X	\$11,180.93	\$11,180.93
5	2 Yard	1X	\$1,702.21	\$1,702.21
5	2 Yard	2X	\$3,524.36	\$3,524.36
5	2 Yard	3X	\$5,467.75	\$5,467.75
5	2 Yard	4X	\$7,535.68	\$7,535.68
5	2 Yard	5X	\$9,546.70	\$9,546.70
5	2 Yard	6X	\$11,827.04	\$11,827.04
5	2 Yard	7X	\$13,976.17	\$13,976.17
6	2 Yard	1X	\$2,084.07	\$2,084.07
6	2 Yard	2X	\$4,313.73	\$4,313.73
6	2 Yard	3X	\$6,690.65	\$6,690.65

## Proposed 2024 Bin Rates

Effective April 1, 2024

QTY	SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
6	2 Yard	4X	\$9,042.83	\$9,042.83
6	2 Yard	5X	\$11,675.92	\$11,675.92
6	2 Yard	6X	\$14,192.44	\$14,192.44
6	2 Yard	7X	\$16,771.36	\$16,771.36
7	2 Yard	1X	\$2,431.46	\$2,431.46
7	2 Yard	2X	\$5,032.70	\$5,032.70
7	2 Yard	3X	\$7,805.69	\$7,805.69
7	2 Yard	4x	\$10,755.20	\$10,755.20
3-Yard Bins				
1	3 Yard	1X	\$510.65	\$510.65
1	3 Yard	2X	\$1,036.61	\$1,036.61
1	3 Yard	3X	\$1,577.51	\$1,577.51
1	3 Yard	4X	\$2,175.34	\$2,175.34
1	3 Yard	5X	\$2,757.30	\$2,757.30
1	3 Yard	6X	\$3,354.09	\$3,354.09
1	3 Yard	7X	\$4,040.48	\$4,040.48
2	3 Yard	1X	\$1,021.31	\$1,021.31
2	3 Yard	2X	\$2,114.60	\$2,114.60
2	3 Yard	3X	\$3,217.26	\$3,217.26
2	3 Yard	4X	\$4,435.24	\$4,435.24
2	3 Yard	5X	\$5,620.27	\$5,620.27
2	3 Yard	6X	\$6,964.32	\$6,964.32
2	3 Yard	7X	\$8,231.80	\$8,231.80
3	3 Yard	1X	\$1,532.00	\$1,532.00
3	3 Yard	2X	\$3,171.92	\$3,171.92
3	3 Yard	3X	\$4,920.93	\$4,920.93
3	3 Yard	4X	\$6,782.12	\$6,782.12
3	3 Yard	5X	\$8,592.07	\$8,592.07
4	3 Yard	1X	\$2,084.07	\$2,084.07
4	3 Yard	2X	\$4,313.73	\$4,313.73
4	3 Yard	3X	\$6,690.65	\$6,690.65
5	3 Yard	1X	\$2,605.12	\$2,605.12
5	3 Yard	2X	\$5,392.18	\$5,392.18
5	3 Yard	3X	\$8,363.29	\$8,363.29
6	3 Yard	1X	\$3,126.11	\$3,126.11
6	3 Yard	2X	\$6,599.95	\$6,599.95
6	3 Yard	3X	\$10,233.79	\$10,233.79
7	3 Yard	1X	\$3,721.12	\$3,721.12
7	3 Yard	2X	\$7,699.99	\$7,699.99

## Proposed 2024 Bin Rates

Effective April 1, 2024

QTY	SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
7	3 Yard	3X	\$11,939.39	\$11,939.39
8	3 Yard	1X	\$4,252.73	\$4,252.73
8	3 Yard	2X	\$8,799.92	\$8,799.92
8	3 Yard	3X	\$13,645.07	\$13,645.07
4-Yard Bins				
1	4 Yard	1X	\$680.90	\$680.90
1	4 Yard	2X	\$1,382.11	\$1,382.11
1	4 Yard	3X	\$2,144.78	\$2,144.78
1	4 Yard	4X	\$2,900.42	\$2,900.42
1	4 Yard	5X	\$3,676.40	\$3,676.40
1	4 Yard	6X	\$4,556.66	\$4,556.66
1	4 Yard	7X	\$5,387.26	\$5,387.26
2	4 Yard	1X	\$1,361.78	\$1,361.78
2	4 Yard	2X	\$2,819.47	\$2,819.47
2	4 Yard	3X	\$4,374.20	\$4,374.20
2	4 Yard	4X	\$6,028.54	\$6,028.54
2	4 Yard	5X	\$7,637.39	\$7,637.39
2	4 Yard	6X	\$9,285.79	\$9,285.79
2	4 Yard	7X	\$11,180.93	\$11,180.93
3	4 Yard	1X	\$2,084.07	\$2,084.07
3	4 Yard	2X	\$4,313.73	\$4,313.73
3	4 Yard	3X	\$6,690.65	\$6,690.65
3	4 Yard	4X	\$9,042.83	\$9,042.83
3	4 Yard	5X	\$11,675.92	\$11,675.92
3	4 Yard	6X	\$14,192.44	\$14,192.44
3	4 Yard	7X	\$16,771.36	\$16,771.36
4	4 Yard	1X	\$2,778.81	\$2,778.81
4	4 Yard	2X	\$5,866.62	\$5,866.62
4	4 Yard	3X	\$8,920.83	\$8,920.83
4	4 Yard	4X	\$12,291.60	\$12,291.60
4	4 Yard	5X	\$15,567.89	\$15,567.89
4	4 Yard	6X	\$18,923.28	\$18,923.28
4	4 Yard	7X	\$22,361.82	\$22,361.82
6-Yard Bins				
1	6 Yard	1X	\$1,021.31	\$1,021.31
1	6 Yard	2X	\$2,114.60	\$2,114.60
1	6 Yard	3X	\$3,217.26	\$3,217.26
1	6 Yard	4X	\$4,435.24	\$4,435.24
1	6 Yard	5X	\$5,620.27	\$5,620.27

## Proposed 2024 Bin Rates

Effective April 1, 2024

QTY	SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
1	6 Yard	6X	\$6,964.32	\$6,964.32
1	6 Yard	7X	\$8,231.80	\$8,231.80
2	6 Yard	1X	\$2,084.07	\$2,084.07
2	6 Yard	2X	\$4,313.73	\$4,313.73
2	6 Yard	3X	\$6,690.65	\$6,690.65
2	6 Yard	4X	\$9,042.83	\$9,042.83
2	6 Yard	5X	\$11,675.92	\$11,675.92
2	6 Yard	6X	\$14,192.44	\$14,192.44
2	6 Yard	7X	\$16,771.36	\$16,771.36
3	6 Yard	1X	\$3,126.11	\$3,126.11
3	6 Yard	2X	\$6,599.95	\$6,599.95
3	6 Yard	3X	\$10,233.79	\$10,233.79
3	6 Yard	4X	\$13,828.09	\$13,828.09
3	6 Yard	5X	\$17,513.91	\$17,513.91
3	6 Yard	6X	\$21,288.68	\$21,288.68
3	6 Yard	7X	\$25,157.10	\$25,157.10
4	6 Yard	1X	\$4,252.73	\$4,252.73
4	6 Yard	2X	\$8,799.92	\$8,799.92
4	6 Yard	3X	\$13,645.07	\$13,645.07
4	6 Yard	4X	\$18,437.44	\$18,437.44
4	6 Yard	5X	\$23,351.85	\$23,351.85
4	6 Yard	6X	\$28,384.92	\$28,384.92
4	6 Yard	7X	\$33,542.74	\$33,542.74



Proposed 2024 Cart Rates

Effective April 1, 2024

QTY & SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
<b>20-Gallon Carts</b>			
1 - 20	1X	\$28.34	\$28.34
1 - 20	2X	\$57.62	\$57.62
2 - 20	1X	\$56.64	\$56.64
5 - 20	1X	\$141.60	\$141.60
5 - 20	2X	\$292.36	\$292.36
8 - 20	1X	\$229.90	\$229.90
<b>32-Gallon Carts</b>			
1-32	1X	\$37.18	\$37.18
1-32	2X	\$75.88	\$75.88
1-32	3X	\$116.17	\$116.17
1-32	4X	\$160.83	\$160.83
1-32	5X	\$205.01	\$205.01
1-32	6X	\$250.74	\$250.74
1-32	7X	\$304.89	\$304.89
2-32	1X	\$74.26	\$74.26
2-32	2X	\$154.44	\$154.44
2-32	3X	\$236.41	\$236.41
2-32	4X	\$329.38	\$329.38
2-32	5X	\$419.70	\$419.70
2-32	6X	\$513.10	\$513.10
2-32	7X	\$623.81	\$623.81
3-32	1X	\$111.50	\$111.50
3-32	2X	\$231.68	\$231.68
3-32	3X	\$363.38	\$363.38
3-32	4X	\$494.04	\$494.04
3-32	5X	\$644.53	\$644.53
3-32	6X	\$787.67	\$787.67
3-32	7X	\$935.72	\$935.72
4-32	1X	\$151.24	\$151.24
4-32	2X	\$316.68	\$316.68
4-32	3X	\$484.50	\$484.50
4-32	4X	\$674.76	\$674.76
4-32	5X	\$859.38	\$859.38
4-32	6X	\$1,050.26	\$1,050.26
4-32	7X	\$1,276.41	\$1,276.41
5-32	1X	\$189.10	\$189.10
5-32	2X	\$395.86	\$395.86
5-32	3X	\$620.61	\$620.61
5-32	4X	\$843.44	\$843.44
5-32	5X	\$1,074.26	\$1,074.26
5-32	6X	\$1,343.65	\$1,343.65

## Proposed 2024 Cart Rates

Effective April 1, 2024

QTY & SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
5-32	7X	\$1,595.48	\$1,595.48
6-32	1X	\$226.92	\$226.92
6-32	2X	\$474.98	\$474.98
6-32	3X	\$744.70	\$744.70
6-32	4X	\$1,012.14	\$1,012.14
6-32	5X	\$1,319.97	\$1,319.97
6-32	6X	\$1,612.38	\$1,612.38
6-32	7X	\$1,959.12	\$1,959.12
7-32	1X	\$271.50	\$271.50
7-32	2X	\$568.20	\$568.20
8-32	1X	\$310.33	\$310.33
9-32	1X	\$349.05	\$349.05
9-32	7X	\$3,078.21	\$3,078.21
10 - 32	1X	\$387.85	\$387.85
11 - 32	1X	\$426.66	\$426.66
11 - 32	3X	\$1,399.30	\$1,399.30
12 - 32	1X	\$465.45	\$465.45
12 - 32	2X	\$974.01	\$974.01
13 - 32	1X	\$517.20	\$517.20
13 - 32	2X	\$1,081.90	\$1,081.90
14 - 32	1X	\$557.02	\$557.02
15 - 32	1X	\$596.81	\$596.81
16 - 32	1X	\$636.60	\$636.60
16 - 32	2X	\$1,331.59	\$1,331.59
17 - 32	1X	\$676.38	\$676.38
19 - 32	1X	\$755.94	\$755.94
20 - 32	2X	\$1,706.89	\$1,706.89
160 - 32	1X	\$7,054.38	\$7,054.38
320 - 32	1X	\$14,108.79	\$14,108.79
387 - 32	1X	\$17,062.78	\$17,062.78
<b>64-Gallon Carts</b>			
1-64	1X	\$64.26	\$64.26
1-64	2X	\$134.44	\$134.44
1-64	3X	\$206.41	\$206.41
1-64	4X	\$289.38	\$289.38
1-64	5X	\$369.70	\$369.70
1-64	6X	\$453.10	\$453.10
1-64	7X	\$553.81	\$553.81
2-64	1X	\$131.24	\$131.24
2-64	2X	\$276.68	\$276.68
2-64	3X	\$424.50	\$424.50

## Proposed 2024 Cart Rates

Effective April 1, 2024

QTY & SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
2-64	4X	\$594.76	\$594.76
2-64	5X	\$759.38	\$759.38
2-64	6X	\$930.26	\$930.26
2-64	7X	\$1,136.41	\$1,136.41
3-64	1X	\$196.92	\$196.92
3-64	2X	\$414.98	\$414.98
3-64	3X	\$654.70	\$654.70
3-64	4X	\$893.14	\$893.14
3-64	5X	\$1,169.97	\$1,169.97
3-64	6X	\$1,432.38	\$1,432.38
3-64	7X	\$1,749.12	\$1,749.12
4-64	1X	\$270.33	\$270.33
4-64	2X	\$569.39	\$569.39
4-64	3X	\$872.97	\$872.97
4-64	4X	\$1,222.39	\$1,222.39
4-64	5X	\$1,602.30	\$1,602.30
4-64	6X	\$1,960.70	\$1,960.70
4-64	7X	\$2,393.22	\$2,393.22
5-64	1X	\$337.85	\$337.85
5-64	2X	\$711.64	\$711.64
5-64	3X	\$1,122.07	\$1,122.07
5-64	4X	\$1,570.37	\$1,570.37
5-64	5X	\$2,002.86	\$2,002.86
5-64	6X	\$2,516.31	\$2,516.31
5-64	7X	\$3,070.20	\$3,070.20
6-64	1X	\$405.45	\$405.45
6-64	2X	\$854.01	\$854.01
6-64	3X	\$1,346.45	\$1,346.45
6-64	4X	\$1,884.49	\$1,884.49
6-64	5X	\$2,468.93	\$2,468.93
6-64	6X	\$3,100.51	\$3,100.51
6-64	7X	\$3,684.25	\$3,684.25
7 - 64	1X	\$473.02	\$473.02
7 - 64	2X	\$996.35	\$996.35
7 - 64	3X	\$1,570.87	\$1,570.87
7 - 64	4X	\$2,198.57	\$2,198.57
7 - 64	5X	\$2,880.43	\$2,880.43
7 - 64	6X	\$3,617.26	\$3,617.26
7 - 64	7X	\$4,297.95	\$4,297.95
144 - 64	1X	\$11,257.86	\$11,257.86
144 - 64	2X	\$22,515.72	\$22,515.72

## Proposed 2024 Cart Rates

Effective April 1, 2024

QTY & SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
144 - 64	3X	\$33,773.60	\$33,773.60
144 - 64	4X	\$45,031.45	\$45,031.45
144 - 64	5X	\$56,289.34	\$56,289.34
144 - 64	6X	\$67,547.21	\$67,547.21
144 - 64	7X	\$73,389.78	\$73,389.78
96-Gallon Carts			
1-96	1X	\$94.47	\$94.47
1-96	2X	\$197.63	\$197.63
1-96	3X	\$312.16	\$312.16
1-96	4X	\$425.67	\$425.67
1-96	5X	\$558.75	\$558.75
1-96	6X	\$684.57	\$684.57
1-96	7X	\$815.22	\$815.22
2-96	1X	\$192.93	\$192.93
2-96	2X	\$406.85	\$406.85
2-96	3X	\$642.09	\$642.09
2-96	4X	\$875.04	\$875.04
2-96	5X	\$1,148.05	\$1,148.05
2-96	6X	\$1,405.81	\$1,405.81
2-96	7X	\$1,717.27	\$1,717.27
3-96	1X	\$298.01	\$298.01
3-96	2X	\$628.03	\$628.03
3-96	3X	\$990.67	\$990.67
3-96	4X	\$1,349.26	\$1,349.26
3-96	5X	\$1,769.28	\$1,769.28
3-96	6X	\$2,223.63	\$2,223.63
3-96	7X	\$2,643.98	\$2,643.98
4-96	1X	\$397.35	\$397.35
4-96	2X	\$837.36	\$837.36
4-96	3X	\$1,320.86	\$1,320.86
4-96	4X	\$1,849.33	\$1,849.33
4-96	5X	\$2,423.80	\$2,423.80
4-96	6X	\$3,044.96	\$3,044.96
4-96	7X	\$3,618.74	\$3,618.74
5-96	1X	\$511.53	\$511.53
5-96	2X	\$1,077.26	\$1,077.26
5-96	3X	\$1,698.28	\$1,698.28
5-96	4X	\$2,376.50	\$2,376.50
5-96	5X	\$3,113.21	\$3,113.21
5-96	6X	\$3,806.21	\$3,806.21
5-96	7X	\$4,523.43	\$4,523.43

## Proposed 2024 Cart Rates

Effective April 1, 2024

QTY & SIZE	FREQ	Organics Monthly Total	Garbage & Recycling Monthly Total
6-96	1X	\$613.79	\$613.79
6-96	2X	\$1,292.67	\$1,292.67
6-96	3X	\$2,096.21	\$2,096.21
6-96	4X	\$2,931.85	\$2,931.85
6-96	5X	\$3,735.86	\$3,735.86
6-96	6X	\$4,567.42	\$4,567.42
6-96	7X	\$5,428.10	\$5,428.10
7-96	1X	\$716.13	\$716.13
7-96	2X	\$1,552.18	\$1,552.18
7-96	3X	\$2,445.61	\$2,445.61
7-96	4X	\$3,420.48	\$3,420.48
7-96	5X	\$4,358.48	\$4,358.48
7-96	6X	\$5,328.65	\$5,328.65
7-96	7X	\$6,332.84	\$6,332.84
8-96	1X	\$818.44	\$818.44
8-96	2X	\$1,773.91	\$1,773.91
8-96	3X	\$2,875.03	\$2,875.03
8-96	4X	\$3,909.13	\$3,909.13
8-96	5X	\$4,981.13	\$4,981.13
9-96	1X	\$948.21	\$948.21
9-96	2X	\$2,053.98	\$2,053.98
9-96	3X	\$3,234.38	\$3,234.38
10 - 96	1X	\$1,053.58	\$1,053.58
10 - 96	2X	\$2,348.92	\$2,348.92
10 - 96	3X	\$3,593.77	\$3,593.77
12 - 96	2X	\$2,818.70	\$2,818.70
12 - 96	3X	\$4,312.56	\$4,312.56
20 - 96	1X	\$2,325.00	\$2,325.00
20 - 96	2X	\$4,697.87	\$4,697.87
20 - 96	3X	\$7,046.75	\$7,046.75
20 - 96	4X	\$9,395.73	\$9,395.73
20 - 96	5X	\$11,744.66	\$11,744.66
20 - 96	6X	\$14,093.59	\$14,093.59
20 - 96	7X	\$16,442.53	\$16,442.53
21 - 96	2X	\$4,932.76	\$4,932.76
33 - 96	2X	\$7,751.49	\$7,751.49
35 - 96	2X	\$8,221.28	\$8,221.28
35 - 96	3X	\$12,578.25	\$12,578.25

## City of San Mateo

### Proposed 2024 Compactor Rates

Effective April 1, 2024

#### **GARBAGE COMPACTOR PROGRESSIVE RATES\***

Container Size	Haul Charge (\$ per pull)	plus	Disposal/Processing \$/Ton Charge
1 - 10 yds	\$804.09	+	\$173.75
11 - 20 yds	\$976.40	+	\$173.75
21 - 30 yds	\$1,263.57	+	\$173.75
31 - 40 yds	\$1,723.05	+	\$173.75
40 + yds	\$2,182.53	+	\$173.75

\* Customers shall be charged a per pull haul charge each time the compactor is serviced. In addition, customer will be charged for each ton of material collected at the per-ton rate above. Per-ton Disposal/Processing rates reflect 1/1/24 rate at the Shoreway Environmental Center in San Carlos and are subject to change.

#### **ORGANICS COMPACTOR PROGRESSIVE RATES\***

Container Size	Haul Charge (\$ per pull)	plus	Processing \$/Ton Charge
1 - 10 yds	\$603.07	+	\$187.50
11 - 20 yds	\$732.30	+	\$187.50
21 - 30 yds	\$947.68	+	\$187.50
31 - 50 yds	\$1,292.29	+	\$187.50
51 + yds	\$1,636.90	+	\$187.50

\* Customers shall be charged a per pull haul charge each time the compactor is serviced. In addition, customer will be charged for each ton of material collected at the per-ton rate above. Per-ton Processing rates reflect 1/1/24 rate at the Shoreway Environmental Center in San Carlos and are subject to change.

## ATTACHMENT Q - 2024 ADDITIONAL SERVICES

For Rate Years Eleven (2021) through the remaining Rate Years in the Term, the Charges for additional services specified in Attachment Q shall be adjusted annually in accordance with Attachment K.

The Charges for additional services for Rate Year Ten (2020) shall be the Charges for Rate Year Ten (2020) as determined under the 2009 Franchise Agreement. These are the Charges that will be adjusted as provided in Attachment K of this Agreement to determine the Charges for Rate Year Eleven (2021).

Two additional services are included in this Attachment Q there were not in Attachment Q of the 2009 Franchise Agreement. The two new services are Container Relocation Service and Agency-Specific Reporting for Abandoned Waste Collections. Charges for these services are presented in the table below.

	Service	Reference	Agency-Approved Charge	Description
	<b>Additional Services for Customers</b>			
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Charges in the table at the end of this Attachment	See Charges in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	<p>A – 10% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service</p> <p>B – 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service</p> <p>C – Slope Charge \$65.53</p>	<p>A – Distance greater than 50 feet and less than or equal to 100 feet</p> <p>B – Distance greater than 100 feet</p> <p>Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.</p> <p>C – Slope 7% or greater, per event, per container</p>

## ATTACHMENT Q - 2024 ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Charge	Description
3	Container Relocation Service	Sections 5.02B and 8.02B	<p>A – 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service</p> <p>B – 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service</p>	<p>A – Distance greater than 50 feet and less than or equal to 100 feet</p> <p>B – Distance greater than 100 feet</p> <p>Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.</p>
4	On-Call Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event per Container for Collection requested by Customer
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02. A, B, C; 5.03. A, B, C; 5.04. A, B, C	<p>\$21.48 for SFD</p> <p>\$21.48 for Commercial, Mixed Use, and MFD</p>	Per Collection event (i.e., request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	<p>\$4.30 per Recycling Cart</p> <p>\$4.30 per Organic Materials Cart</p>	Per Cart per month (any Cart size). Six month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$116.74	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)



## ATTACHMENT Q - 2024 ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Charge	Description
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A – \$12.17 per usage B – \$12.75 per usage	Monthly cost: A – Residential Customers B – Commercial Customers
10	Lock Purchase	Section 8.02.B	\$24.35 per lock	Per lock
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$10.73 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A – \$71.61 B – \$121.74	A – per Cart B – per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D

## ATTACHMENT Q - 2024 ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Charge	Description
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A – \$87.24 B – \$100.67 C – \$114.09	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart  Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
<b>Additional Services for Agency</b>				
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,610.74	Per event
16	Additional Compost Material Delivery	Section 5.11	A – \$167.79 per delivery B – \$335.58 per delivery	A – “one-way” only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B – “Round-trip” delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$22,818.85 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A – \$4,026.86 B – \$6,711.42 C – \$10,067.14	A – One day event with a projected 2,500 or fewer attendees B – One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C – One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

## ATTACHMENT Q - 2024 ADDITIONAL SERVICES

<b>Backyard Collection Service Charge for Single-Family Dwellings*</b> <b>(Section 5.02.A)</b>				
<b>Distance from Curb**</b>	<b>Backyard Charge for Customers with One (1) Solid Waste Cart</b>	<b>Backyard Charge for Customers with Two (2) Solid Waste Carts</b>	<b>Backyard Charge for Customers with Three (3) Solid Waste Carts</b>	<b>Backyard Charge for Customers with Four (4) Solid Waste Carts</b>
Distance <= 50 feet	\$25.78	\$41.14	\$82.27	\$123.41
50 < Distance <= 100 feet	\$30.08	\$45.44	\$86.58	\$127.70
100 < Distance <= 150 feet	\$34.38	\$49.73	\$90.87	\$132.00
150 < Distance <= 200 feet	\$38.67	\$54.02	\$95.16	\$136.32
200 < Distance <= 250 feet	\$42.97	\$58.33	\$99.47	\$140.60
250 < Distance <= 300 feet	\$47.25	\$62.62	\$103.75	\$144.90
300 < Distance <= 350 feet	\$51.57	\$66.91	\$108.06	\$149.19
Each additional 50 foot increment over 350 feet	Amount equals the difference between the Charge for 250 to 300 feet and 300 to 350 feet			

\* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all of Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.

\*\* Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2024)**

**AUTHORIZING AN APPROPRIATION IN THE AMOUNT OF \$1,000,000 FROM THE SOLID WASTE FUND  
UNASSIGNED FUND BALANCE FOR PAYMENT OF THE RECOLOGY BALANCING ACCOUNT DEFICIT**

WHEREAS, on November 6, 2017, the City Council adopted Resolution 100 (2017), which approved an Amended and Restated Franchise Agreement with Recology San Mateo County for Recyclable Materials, Organic Materials and Solid Waste Collection Services (Franchise Agreement); and

WHEREAS, Article 11.07, Section B of the Franchise Agreement addresses a balancing account tracking of the annual surplus or deficit between what Recology is owed and what the City collects from solid waste rates; and

WHEREAS, pursuant to Attachment S of the Franchise Agreement, deficits increase the balancing account shortfall and are charged interest; and

WHEREAS, the City desires to keep the balancing account as low as possible to avoid excessive interest charges; and

WHEREAS, the City currently has a balancing account deficit; and

WHEREAS, City staff recommends remitting payment in the amount of \$1,000,000 to Recology using available funds from the Solid Waste Fund unassigned fund balance to address the balancing account deficit.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. This City Council action is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)
2. An appropriation in the amount of \$1,000,000 from the Solid Waste Fund unassigned fund balance to pay the balancing account deficit owed to Recology San Mateo for past services provided, pursuant to the terms of the Franchise Agree is approved.

# NOTICE OF PUBLIC HEARING

March 18, 2024, 7:00 pm City of San Mateo City Council Chambers 330 West 20th Avenue, San Mateo, CA 94403



## HOW SOLID WASTE RATES ARE DETERMINED

The total cost of the solid waste program includes those for collection services provided by Recology San Mateo County (Recology), processing and disposal services provided by the South Bayside Waste Management Authority (SBWMA), and City fees that support the City's sustainability goals and efforts to meet all regulatory compliance mandates. These include the solid waste program, street sweeping, litter and illegal dumping abatement, trash capture device management, and franchise fees. Customer rates are adjusted as required to generate enough revenue to cover the cost of the provided services. These services are available to or provided as a benefit to all City of San Mateo residents and commercial businesses. Recommended rates are reviewed by the South Bayside Waste Management Authority Board of Directors based on a financial evaluation of operating costs and projected revenues. Single family residential bills are based on the size of your solid waste cart and cover the cost of collection, processing, and disposal of solid waste, recycling, and organic material. Commercial and multi-family bills are based on the size of your solid waste container and frequency of collection (e.g., 1 time per week, 2 times per week) and covers the cost of collecting solid waste and recycling. In addition, commercial and multi-family bills include a charge for organic material collections based on the size and frequency of collection of the organic material container.

## PROPOSED RATE INCREASES

The proposed change is directly related to the significant increases to Recology collection costs and disposal and processing costs due to: a new contracted operator at the Shoreway Environmental Center which have caused costs to exceed revenues; increases due to high inflationary costs for labor, fuel, and other operating expenses, and; in the number of drivers, additional routes, and route costs due to increases in organics collection service mandated Senate Bill 1383 (SB1383), which requires all customers to have separate organic material collection service period, in addition, the proposed rate changes reflect the need for all rates to cover the cost of the actual services provided.

## IMPACT OF PROPOSED INCREASE ON SOLID WASTE BILLS

The following chart illustrates the monthly rates, including all City fees, for residential services and the most common service level rates for commercial customers. Residential cart rate increases for all carts will increase \$5.00. Rates charged to commercial garbage customers with a 20-gallon cart will increase \$2.85. All other commercial/multi-family garbage rates for larger containers or metal bin service rates will remain flat. Commercial/multi-family organics collection rates will increase so that the cost of each organic cart or bin is equal to the commercial garbage rate and meets the actual cost to provide the service.

**Residential Garbage Collection** (Single family homes are billed quarterly, assuming service 1 time per week, commercial customers billed monthly)

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
20 Gallon Cart	\$23.59	\$28.59	\$5.00
32 Gallon Cart	\$32.93	\$37.93	\$5.00
64 Gallon Cart	\$58.93	\$63.93	\$5.00
96 Gallon Cart	\$89.08	\$94.08	\$5.00

Recology provides additional services upon request that are not included in the City's solid waste collection rate. Additional services include backyard or distance service, additional carts, and extra on-call pickups of bulk items. The fees for optional services will appear on the customer's Recology San Mateo County bill as separate line items in addition to the standard cost of collection.

**The full rate schedule, including all commercial services, is available for review at [www.cityofsanmateo.org/SolidWasteRates](http://www.cityofsanmateo.org/SolidWasteRates) or at the City Clerk's Office located at 330 W. 20th Avenue, San Mateo. For questions, please call the City of San Mateo, Public Works Department at 650-522-7346.**

**Commercial/Multi-Family Garbage Cart Collection** (Assuming service one time per week, commercial customers billed monthly)

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
Commercial Cart Rates			
20 Gallon Cart	\$25.49	\$28.34	\$2.85
32 Gallon Cart	\$37.18	\$37.18	\$0.00
64 Gallon Cart	\$64.26	\$64.26	\$0.00

**Commercial/Multi-Family Organics Cart Collection** (Assuming service one time per week, commercial customers billed monthly)

Size of Collection Cart/Bin	2023 Current Monthly Rate	Proposed 2024 Monthly Rate	Monthly Difference
Commercial Cart Rates			
20 Gallon Cart	\$19.12	\$28.34	\$9.22
32 Gallon Cart	\$27.89	\$37.18	\$9.29
64 Gallon Cart	\$48.20	\$64.26	\$16.06

## PROPOSED INCREASE FOR SOLID WASTE/RECYCLING/COMPOST COLLECTION FOR RATE YEAR 2024



Public Works Department  
City of San Mateo  
330 W. 20th Avenue  
San Mateo, CA  
94403

The City of San Mateo is currently considering an increase to the charges set by the City and collected by Recology for solid waste/recycling/compost collection and disposal. You are receiving this notice because City records indicate that you are a Recology customer in the city.

On March 18, 2024, at 7:00 p.m., or as soon thereafter as the matter may be heard, the San Mateo City Council will hold a Public Hearing to accept public input and testimony on a proposed increase on the maximum allowable charge for solid waste/recycling/compost collection and disposal, to be effective April 1, 2024. Any interested person may present verbal or written input to the City Council. Although the City Council will consider all input, State law provides that only the written protests of property owners may be counted to determine whether a majority protest (50% of all parcels +1) to the proposed maximum exists. If, at the conclusion of the public hearing, a majority protest of property owners does not exist, the City Council will consider adoption of the proposed increase in the maximum allowable charges.

**SEE REVERSE OF THIS CARD  
FOR IMPORTANT DETAILS**

## NOTICE OF PUBLIC HEARING

**March 18, 2024, 7:00 pm**

**City of San Mateo  
City Council Chambers  
330 West 20th Avenue,  
San Mateo, CA 94403**

### HOW TO PROTEST THE RATE INCREASE

A property owner or Recology customer may submit a written protest to the proposed increase in maximum rates to be charged by the City's franchisee by U.S. mail, to be received prior to the meeting date, or hand delivered to the City Clerk, at any time before the end of the public hearing. The City Clerk's address is: 330 West 20th Avenue, San Mateo, CA 94403. Only one protest per parcel will be counted. Written protest must include the owner or customer's name, service address, assessor's parcel number (the nine-digit number that appears on your property tax statement is included on the address of this mailer) and the owner's or customer's signature for the property served. While protests may not be submitted by electronic means such as email or texts, as they are not an official rate protest mechanism under Proposition 218, the City values all residential input and will read all correspondence regarding rates.

**NOTICE OF PUBLIC HEARING**  
March 18, 2024, 7:00 pm City of San Mateo City Council Chambers 330 West 20th Avenue, San Mateo, CA 94403

March 2, 2024

To: City Clerk  
330 W 20<sup>th</sup> Avenue  
San Mateo, CA 94403

From: Hai Tang Ye & Xue Yan Yang  
Property Owners



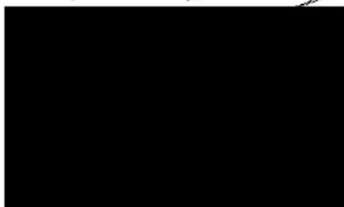
**Subject: Opposition to Increase of Waste Collection Rates**

To whom it may concerned:

We are writing to formally inform you that we oppose the suggested increase of Waste Rates. The living costs have skyrocketed in the past years, and we find the additional fees, in the midst of fee increases among other service providers, bring us financial burdens thus lower our life satisfaction.

Thank you for offering us the space to share our feelings and decisions with you.  
Have a nice day.

Respectfully,



Ye and Yang

City Of San Mateo

San Mateo City Council : Ms Lisa Diaz Nash, Mr Rob Newsom Jr. ,Mr Adam Loraine, Mr Rich Hedges, Ms Amourance Lee  
City Council Chambers

This letter in in response to the Notice of Public Hearing , regarding the proposed increase in the charges set by the City for Recology customers.

As the charts on this notice are written, the Residential Garbage Collection ( single family homes) will increase for every family equally across the board. I find this very unfair to a family with the smallest container, already doing their part for the environment by buying, wisely , recycling most of their waste and older citizens living on a set income. These families, over the years, have contributed the least amount of waste and are penalized with the same increase as the family with a 96 gallon cart !! How is it possible that the City of San Mateo Council arrived at this conclusion?? These families have worked hard to decrease there solid waste and did so to protect our environment and the City of San Mateo. It is not without effort and work, that families only use the smallest container available. As I walk the neighborhood , I continually see several very large solid waste containers next to one partially filled recycle container !

Second, I am asking for an explanation (as written on bottom of Notice of Public Hearing) planned to increase "Solid waste/ recycling/compost collection for rate year 2024" or as the chart on the same page lists " Residential Garbage Collection ; Residential Garbage Collection, Commercial/ Family- Garbage Cart Collection and Commercial/Multi-Family Organic Cart Collection"? However the reverse side of the notice reads : "The City of San Mateo is currently considering an increase to the charges set by the City and collected by Recology for solid Waste/recycling/compost collection and disposal", without a list of customers not type of collection or that will be effected by the increase.

Third : On the addressed side of the notice it reads " The City of San Mateo is currently considering an increase to the charges set by the City and collected by Recology for solid waste/recycling/ compost collection and disposal". Is this an introduction to the back page chart, or is this an additional "consideration"?

Fourth : Per notice "Written protest must include the owner of customer's name, service address , assessor's parcel number ,(nine digit number that appears on your property tax statement is included on the address of this mailer)"..... I could not find a parcel number anywhere on this mailer ???

We must take every opportunity to Protect Our Environment !!

Sincerely,  
Arlene Kirby



24 FEB 22 2:37 PM

C:\Users\arlene\City Of San MateoRecologyincrease2024.docx



Jan 29, 2004

24 FEB 2 10:45 AM

I object to the proposed increase in rates for waste/recycling/compost collection and disposal.

Wayland Trask Leonard, Jr

[REDACTED]

San Mateo, CA 94402

[REDACTED]

March 14, 2024

City Clerk / City Council  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403

Dear City Council of San Mateo,

In response to the Notice of Public Hearing concerning solid waste/recycling/compost collection and disposal, I am writing to protest the proposed increase in rates for Recology services.

I find the rates to already be substantial and urge the City Council to vote No on increasing Recology rates at this time.

Sincerely,

A black rectangular redaction box covering the signature of Stephen Schmidt.

Stephen Schmidt  
San Mateo property owner and Recology Customer



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

Agenda Number: 15

Section Name: PUBLIC HEARING

Account Number:

File ID: 24-8441-01

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Community Development Department  
**MEETING DATE:** March 18, 2024  
**SUBJECT:**  
General Plan Amendment to Adopt Strive San Mateo General Plan 2040

### RECOMMENDATION:

Adopt a Resolution to certify the General Plan's Final Environmental Impact Report (EIR) and adopt a resolution adopting Strive San Mateo General Plan 2040 and the Climate Action Plan Technical Update, based on the listed findings.

### BACKGROUND:

#### City Council Meeting Update

On March 4, 2024, City Council held a public hearing to receive an overview of General Plan 2040 and the Final Environmental Impact Report (EIR), take public comments, and provide direction on any remaining updates or revisions. During the public comment period, 11 speakers provided comments and input on the final version of General Plan 2040. Comments included concerns about the building heights, densities and overall growth allowed by the plan, traffic and parking impacts from new development, support and opposition to identifying historic district contributors in the Historic Resource definition, support for including the High II designation in the Land Use Element, and a request to change the land use designation on the Bayshore Corporate Commons site to Mixed-Use Medium I.

Following public comment, Council expressed general support for how the General Plan had been updated and revised to address public input and Council direction from last fall, and support for the Planning Commission and staff recommended revisions to the land use map and Plan text (story definition and clarifying Table LU-1 to set maximums, but not minimums). Council also asked questions about the land use designation for the site at 1770 S. Amphlett (San Mateo Marriott) based on the recent news that the hotel would be closing. The site is currently proposed to have a Regional Commercial designation, and Council requested that staff bring back additional information to support a discussion about the best land use designation for this site. Additional information on this site and potential alternative land use designations, as well as potential policy revisions to support hotel/lodging uses, is included as Attachment 10, and will be provided as part of the staff presentation for this item at the meeting. However, if there is an interest in changing the General Plan Land Use Map, per state law and local ordinance, the Planning Commission will need to hold a public hearing and provide a recommendation before the Council can formally consider changing a specific site's land use designation.

Following public comments and discussion, the recommendation is for Council to adopt General Plan 2040 and the CAP Technical Update, and certify the Final EIR with a Statement of Overriding Considerations. The resolutions to support the City Council adoption actions are included in Attachments 1 and 2. The resolution with findings to support adoption of General Plan 2040 and the Climate Action Plan Technical Update is included as Attachment 1, and the resolution to certify the Final EIR is included as Attachment 2, with specific EIR Findings in Exhibit A and the Statement of Overriding Considerations in Exhibit B. In Attachment 3, General Plan 2040 has been updated to reflect the Council's direction from the March 4, 2024 meeting.

The remainder of this agenda report was originally published with the March 4, 2024 City Council meeting agenda and provides an overview of General Plan 2040, the Climate Action Plan Technical Update and the Final EIR.

### **General Plan Background**

The City's General Plan Update kicked off in Fall 2018 and began with a series of visioning workshops and community meetings. From April 2019 through November 2023, the General Plan team held a series of meetings and events to establish the General Plan study areas; create the range of alternatives; confirm the draft alternatives; and receive feedback and direction on the preferred land use and circulation scenarios as well as on goals and policies from the community and, ultimately, the City Council. More information about the background information, technical reports, and outreach process, including meeting materials and recordings, is available at [www.StriveSanMateo.org](http://www.StriveSanMateo.org).

To date, the General Plan Update has focused on crafting a shared community vision for what San Mateo can be in the year 2040, selecting the preferred land use and circulation scenarios that will guide the General Plan's Land Use and Circulation Elements, establishing the goals and policies for all of the elements in the General Plan, and compiling all of these efforts into General Plan 2040. General Plan 2040, the General Plan's Final Environmental Impact Report (EIR) as well as numerous supporting resources and tools, are available at [www.StriveSanMateo.org](http://www.StriveSanMateo.org).

The City Council resolution, with findings, to adopt General Plan 2040 and Climate Action Plan Technical Update is included as Attachment 1, and the City Council resolution to certify the Final EIR, with findings and a Statement of Overriding Considerations, is included as Attachment 2. However, no formal action will be taken at tonight's meeting. Instead, on March 18, 2024, the City Council will be asked to adopt the aforementioned resolutions.

### **General Plan 2040**

Strive San Mateo General Plan 2040, which is included as Attachment 3, began with a foundation based on the existing General Plan 2030, and then developed updates to reflect current community policy priorities, address the key issues the City is facing today, and improve organization and clarity. To reach this milestone, the City has hosted 80+ events, a combination of workshops, staff presentations, and pop-up events, seven online activities, thirteen General Plan Subcommittee (GPS) meetings, seven Planning Commission meetings, and sixteen City Council meetings from 2018 through the end of 2023. The community input received at these events and meetings shaped the development of General Plan 2040 at every step of the process.

Early in the process, the City Council directed staff to focus outreach to hard-to-reach populations in San Mateo: non-English speakers, renters, residents 44 and under, low-income and very low-income households, and residents of under-represented neighborhoods, including North Shoreview, Shoreview, North Central, and East of 101. To reach these communities, City staff used a variety of engagement methods, including working with a community-based partner, providing materials in Spanish and simplified Chinese, and conducting pop-up events and intercepts with bilingual staff at key locations such as food distribution events and local grocery stores. Due to this effort, the participation of these targeted groups increased over the course of the General Plan Update process.

### **General Plan 2040 Overview**

General Plan 2040 is made up of a Vision Statement and Guiding Principles, text describing key issues of community interest, and goals and policies that outline how the City will address those issues, as well as accompanying maps and diagrams. General Plan 2040 addresses all the topics required by State law and has tailored the organization to reflect the local context. It also includes other topics that are not required by State law, but that the community has identified as being fundamental to the quality of life in the city. Once adopted, the optional elements have the same legal status as the mandatory elements. No single element or subject supersedes any other, and all elements must be internally consistent; policies and actions must complement one another across topic areas without conflicting. The elements in the General Plan 2040 and the topics areas that they cover are outlined below:

**Table 1 - General Plan 2040 Element Topic Areas**

Element Name	Important Topics
Land Use	This Element sets allowed land uses, heights and densities, and establishes goals, policies and actions to support balanced and equitable growth and preservation, a diverse range of land uses, the focus areas around the City, including Downtown, El Camino Real corridor and Hillsdale Station Area, environmental justice, food access, community engagement, climate change, community health, regional cooperation, economic development, development review, and general plan maintenance.
Circulation	This Element establishes goals, policies and actions to support multimodal transportation, reduce the number and length of vehicle trips, traffic congestion, and GHG emissions, supports pedestrians, bicycles, micromobility, transit services, roadway improvements, streetscape beautification, parking, curb management, and future mobility technologies.
Housing	This Element establishes goals, policies and programs to meet existing and projected housing needs for all segments of the community, including various household types, special needs populations, and all income levels. <i>This element is updated every eight years, requires certification from the State and has been prepared separately from the General Plan Update process. The 2023-2031 Housing Element was found to be substantially compliant by the State in January 2024 and is anticipated to come to Council for adoption in spring 2024.</i>
Community Design and Historic Resources	This Element establishes goals, policies and actions to support the City's urban forest, archaeological resources, tribal coordination, historic resources and preservation, sustainable design, public art, and design guidance for residential neighborhoods and commercial areas.
Conservation, Open Space, and Recreation	This Element establishes goals, policies and actions to support natural resource protection, access to nature, open space preservation, creeks and riparian areas, air quality, and parks and recreation.
Public Services and Facilities	This Element establishes goals, policies and actions to support Police and Fire services, adequate water supply and wastewater treatment, flood control, energy and telecommunications infrastructure, public services and facilities, seniors and aging adults, child care, schools, healthcare, social services and solid waste.
Safety	This Element establishes goals, policies and actions to support emergency readiness and emergency operations, and addresses geologic and seismic hazards, flood hazards, sea level rise, wildfire hazards and hazardous materials.
Noise	This Element establishes goals, policies and actions to set exterior noise standards, interior noise standards, measures and regulates noise, and reduce and mitigate noise

Each element, or chapter, of General Plan 2040 also includes a concise set of background narratives that summarizes current conditions in the city related to the topics in the element. The background information provides context about the issues the City plans to address, explaining why there is policy direction so that the policies and actions can focus on how the City can achieve a desired outcome. The narratives also provide information on other regulations and/or agencies that influence the decision-making process. Together, these items paint a picture of the community's future.

The elements in General Plan 2040 address a specific set of topics and include a set of goals, policies and actions that provide a blueprint for how the City will address these issues. These goals, policies, and actions provide guidance to the City on how to direct change and manage resources over the next 20 years.

In addition to the eight elements, which go beyond the minimum State requirements, General Plan 2040 embodies

**three key themes: Sustainability, Environmental Justice, and Community Engagement.** These themes are interrelated and woven throughout General Plan 2040. Policies and actions in each element that relate to each of these themes are marked with a corresponding icon.

Building on these three themes and all of the other goals and policies contained in the eight Elements, General Plan 2040 expresses the following Big Ideas that will guide policy and growth in San Mateo over the next 20 years. These Big Ideas are intended to synthesize the various goals and policies contained in the General Plan to illustrate some of the real and tangible outcomes that are of highest community interest that could be achieved over the next two decades:

1. **Balance Growth and Change.** General Plan 2040 sets the stage for higher density residential and mixed-use development close to transit and jobs while maintaining existing development patterns in lower density neighborhoods. Allowing a range of housing densities encourages a broad variety of housing types and sizes that fit many different needs, and building new homes near Caltrain and high frequency bus routes helps reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions.
2. **Enhance San Mateo's Neighborhood Fabric and Quality of Life.** General Plan 2040 promotes context-sensitive residential design, supports neighborhood shopping areas, improves neighborhood walkability and traffic congestion, protects homes, schools, and libraries from excessive noise levels, and provides for a comprehensive network of parks and recreational facilities for all to enjoy.
3. **Preserve Nature as the Foundation of the City.** General Plan 2040 honors San Mateo's natural setting as an irreplaceable asset that is the physical foundation of the community by protecting open space and natural habitat, planting trees, maintaining the City's urban forest, investing in natural infrastructure, preserving natural views and expanding access to parks and open space.
4. **Encourage All Ways to Travel Around the City.** General Plan 2040 supports a multimodal transportation system implemented using a complete streets approach with a strong emphasis on safety and access for walking, bicycling, transit, and driving. By prioritizing mobility options and connectivity for all modes, the General Plan works toward improving user and resident safety, and reducing congestion on local streets, as well as VMT and GHG emissions.
5. **Support the Local Economy.** General Plan 2040 focuses on ways to keep jobs and dollars in San Mateo by supporting local shops, businesses, and services. It encourages new businesses that residents need and enjoy, such as restaurants, child care facilities, medical clinics, gyms, pharmacies, and grocery stores, in convenient locations throughout the community.
6. **Address Historic Preservation Holistically.** General Plan 2040 provides a comprehensive blueprint for historic preservation, starting with a Historic Preservation Ordinance update and citywide historic context statement, followed by updates to the City's historic resources inventory. These efforts will be based on community input and best practices from State and federal agencies, to find the right balance between preservation and other important priorities such as providing new homes.
7. **Initiate a Comprehensive Sea Level Rise Adaptation Strategy.** General Plan 2040 prioritizes development of a climate change adaptation plan that addresses all ongoing efforts, including the work of regional agencies, local jurisdictions, and private property owners, to establish a comprehensive strategy for resiliency and adaptation against sea level rise and flooding.
8. **Strengthen Community Outreach.** General Plan 2040 prioritizes extensive community engagement and affirms culturally sensitive outreach methods that encourage early communication and broad representation, such as offering information and materials in the predominant language spoken in the community and scheduling meetings at convenient times and locations for community members.
9. **Focus on Equity and Health for all Residents.** General Plan 2040 directs City investment to public improvements that address health and infrastructure disparities in equity priority communities, including the North Central and North Shoreview neighborhoods. City investments will also support active and healthy lifestyles, reducing health disparities around the city, improving access to fresh and healthy foods, making parks and open space equitably accessible for all residents, and making streets safer and more beautiful.

10. **Improve Community Safety Planning and Awareness.** General Plan 2040 establishes clear actions to protect the community from emergencies and extreme weather events such as flooding, wildfires, earthquakes, and pandemics, by reinforcing the City’s emergency readiness and response capabilities, increasing power system resilience, maintaining a state-of-the art emergency notification system, providing community training programs, and planning ahead for disaster recovery.

#### City Council Direction on Draft General Plan 2040

The Draft General Plan 2040 was published for public review and comment on July 17, 2023. The City collected feedback on Draft General Plan 2040 from July 2023 to the beginning of November 2023 through public meetings, workshops, community town halls, community presentations, pop-up events, and an online commenting tool. The City Council met at four public meetings in October and November 2023 to review and provide direction on Draft General Plan 2040. During these meetings, the City Council considered suggested revisions to the General Plan from the community, General Plan Subcommittee, Planning Commission, and City staff, and provided direction on which revisions should be incorporated into the final version of General Plan 2040. Based on this input, the City Council directed staff to make various updates and revisions to the goals, policies and actions, as well as the narrative text. The changes that have been made to various goals, policies and actions since the Draft General Plan was published in July 2023 are included in [Attachment 4](#). A summary of the overarching changes made to General Plan 2040, in accordance with Council direction, are listed below.

- Enhance cultural and entertainment policies and actions in the General Plan.
- Improve access to and from Caltrain stations, including the west side of Hillsdale Station across El Camino Real.
- Remove the Residential High II and Mixed-Use High II land use designations, with a height range of 6-10 stories and density range of 100-200 units per acre, from the General Plan Land Use Map.
- Add policy direction to address senior issues and support the aging population in San Mateo.
- Support Build Up San Mateo County recommendations to amplify child care policies and actions.
- Add policy direction to mitigate outdoor air quality in residential areas close to pollutant sources such as highways.
- Strengthen the wording of the OneShoreline policies and actions, including the sea level and/or flood overlay zone action to “evaluate the establishment” of a sea level overlay and/or flood zone instead of “studying the feasibility”.
- Add policy direction to develop and maintain communication tools that provide information and updates related to capital improvement projects to promote community awareness.
- Update the maps in the General Plan to make them accessible for text-to-speech readers.
- Include population projections in the annual General Plan progress report.
- Highlight safety as a cornerstone of the recommendations in the Circulation Element.
- Enhance pedestrian connectivity along El Camino Real to improve safety.
- Align the City’s roadway classifications with Caltrans and the Federal Highway Administration, including updating current classifications to reflect existing conditions and volumes.

#### Other Revisions on General Plan 2040

In addition to the revisions Council directed staff to incorporate in General Plan 2040, staff made various other minor changes to clarify a few policies and actions, and fix errors found while reviewing the General Plan, including assigning land use designations to isolated parcels that were missing a designation in the Draft General Plan 2040. A summary of these revisions is as follows:

- Revise Policy LU 1.2 to reflect the current buildout projection of 19,760 new housing units, 3,186,000 new square feet of non-residential development, and 15,000 new jobs, which is based on Council direction to remove the High II land use designations, reduce the height limits and intensities for the Office land use designations, and reduce the height and density limits along some study area edges to support transitions between high and low density areas.
- Reinstate the Transportation Corridor land use designation, which was included in General Plan 2030 but removed from Draft General Plan 2040 and apply this designation to Caltrain right-of-way parcels.

- Add a new action to support periodic staffing studies for Police and Fire services to ensure that appropriate levels of service are available to meet the community needs as the City's population grows.
- Assign a similar land use designation as the existing General Plan 2030 to parcels that were missing a land use designation in the Draft General Plan 2040.

Attachment 5 shows the proposed parcel-specific changes to the General Plan 2040 land use map.

### **Fiscal Analysis of General Plan 2040**

During the public review of Draft General Plan 2040, community members and the Council requested more detailed information about how the adoption of the land use changes would affect the City's overall fiscal health. The Alternatives Analysis included a fiscal analysis for each of the three alternatives, so some information is already known. But to fully respond to these comments and questions, an updated fiscal analysis, based on General Plan 2040's final land use map, was prepared by Economic & Planning Systems (EPS), the General Plan's economic consultant, to confirm that future growth will be fiscally sustainable and public services can be maintained (Attachment 6). The fiscal analysis is based on the City's budget documents, interviews with key City service providers (e.g., Police, Fire, Public Works), and well-accepted budget forecasting techniques to evaluate the impact of the assumed buildout of General Plan 2040 on General Fund revenues and General Fund expenditures. The fiscal analysis is based on the updated growth projections of 19,760 new housing units and 3,186,000 new square feet of non-residential development during the span of General Plan 2040.

Overall, the fiscal analysis found that the assumed buildout of General Plan 2040 is projected to generate annual General Fund revenues that exceed the costs of providing public services under existing service standards, with an annual net surplus estimated to be **\$15.8 million** (in 2024 dollars) by 2040 if the buildout occurs as assumed in the analysis. In addition, the analysis found that General Plan 2040 would be able to accomplish policy objectives related to economic development and fiscal sustainability for the City, such as concentration of new capacity along the El Camino Real corridor in proximity to transit and facilitating redevelopment of underutilized commercial parcels with higher density residential and mixed-use projects, which will support increased General Fund revenue.

### **Climate Action Plan Technical Update**

A technical update to the City's Climate Action Plan (CAP) was prepared to ensure the CAP is aligned and consistent with General Plan 2040 (Attachment 7). Although the CAP was recently updated and adopted in 2020, the General Plan 2040 Update, in combination with recent changes to State-level greenhouse gas (GHG) reduction targets, necessitated a partial and focused technical update to the CAP in order to allow the CAP to maintain consistency with General Plan 2040 when adopted and continue to serve as a qualified GHG reduction strategy.

The project team also used the CAP Technical Update opportunity to align with new State laws and best practices, including Assembly Bill (AB) 1279, which codified the State's commitment to be carbon neutral by 2045. As part of this commitment, AB 1279 directs a minimum statewide reduction of GHGs to at least 85% below 1990 levels by 2045. The 2020 CAP, as currently adopted, includes per-capita GHG reduction targets for 2030 and 2050. The 2022 California Air Resources Board (CARB) Scoping Plan no longer recommends the use of per-capita targets for local jurisdictions. To remain a qualified GHG reduction strategy and streamline future environmental review of development projects, the CAP must be covered by a California Environmental Quality Act (CEQA) document. Therefore, the EIR on General Plan 2040 also covers the CAP Technical Update. On August 9, 2023, the Sustainability and Infrastructure Commission reviewed the CAP Technical Update and recommended approval to the City Council.

### **Final Environmental Impact Report**

As required by CEQA, the City prepared a Final EIR to address the public comments received on the General Plan 2040 and Climate Plan Update Draft EIR. The Final EIR is included as Attachment 8.

A Notice of Availability of the Draft EIR for public review and comments was issued on August 11, 2023. The Draft EIR was distributed to local, regional, and State agencies, and interested parties, and was also posted in the newspaper, to advise to the general public of its availability. The Draft EIR was also made available for review on the General Plan 2040



website at [www.StriveSanMateo.org](http://www.StriveSanMateo.org). A Planning Commission public hearing was held on September 12, 2023 to provide an opportunity for staff to receive oral comments on the Draft EIR. Written comments were accepted until the end of the 45-day review period, which closed on September 25, 2023.

In addition to the oral comments presented at the public hearing, a total of 28 letters were received: two from government agencies, three from non-governmental organizations and private companies, and 23 from members of the public. The Final EIR includes revisions to the Draft EIR and responses to comments received on the Draft EIR. Master responses are included in the Final EIR to address key topics and commonly raised issues, including standards for responses to comments, roadway classifications, and lower growth alternatives, as summarized below.

- **Standards for Responses to Comments.** Master Response 1 explains that the Draft EIR is not meant to address project merits and that the City is not required to respond to comments that express an opinion about the project merits and do not relate to environmental issues covered in the Draft EIR. Additionally, where there are no facts available to substantiate a commenter's assertion that the physical environment could ultimately be significantly impacted as a result of the project, the City is not required to analyze that effect, nor to mitigate for that effect. Under CEQA, lead agencies need only respond to significant environmental issues, and do not need to provide all information requested by reviewers, so long as a good-faith effort at full disclosure is made in the EIR.
- **Roadway Classifications.** Master Response 2 addresses concerns raised by several commenters regarding roadway classifications, specifically regarding Figure 4.15-1, *Proposed Street Classification*, in Chapter 4.15, *Transportation*, of the Draft EIR, which includes a figure depicting current Caltrans classifications of 5<sup>th</sup> Avenue and 9<sup>th</sup> Avenue as arterials. Master Response 2 notes that Figure 4.15-1 has been retitled as *Existing Street Classification* and the categories shown have been expanded to include minor arterials. 5<sup>th</sup> Avenue and 9<sup>th</sup> Avenue are now shown as minor arterials.
- **Lower Growth Alternative.** Master Response 3 responds to comments that requested that the EIR include lower growth alternatives (apart from the No Project Alternative). As described in this Master Response, lower growth alternatives were considered by the City as part of the Alternatives Analysis phase of the General Plan Update process in 2021-2022. Once the preferred scenario was selected by the City Council in 2022, it became part of the project objectives. In addition, a lower growth alternative would not reduce any of the project's significant impacts.

Revisions to the Draft EIR in Chapter 3 of the Final EIR include additional discussion addressing several topics. This includes the status of applications regarding a potential Baywood District, and the Yoshiko Yamanouchi House historic designation, with the State Office of Historic Preservation. Other topics include California Geological Survey Earthquake Required Zones of Investigation, and consistency with Measure Y. Further revisions include updates to the references of the General Plan 2040 goals, policies, and actions, as well as changes to figures included in the Draft EIR (specifically Figure 4.9-2, *Potential Flood Hazards*, Figure 4.15-1, *Existing Street Classification*, and Figure 4.18-5, *Potential Evacuation Routes*). Pursuant to CEQA Guidelines Section 15088.5, "significant new information" requiring recirculation can include: a new significant environmental impact that would result from the project or from new mitigation measure proposed to be implemented; substantial increase of the severity of an environmental impact that would result unless mitigation measures are adopted that reduce the impact to a level of insignificance; a feasible project alternative or mitigation measure considerably different from others previously analyzed that would clearly lessen the environmental impacts of the project, but the project's proponents decline to adopt it; or the Draft EIR was so fundamentally and basically inadequate and conclusory in nature that meaningful public review and comment were precluded. Since the revisions to the Draft EIR listed in the Final EIR do not constitute "significant new information," recirculation is not legally required.

Overall, the EIR has identified eight significant and unavoidable impacts in the Air Quality, Noise and Wildfire topic areas that cannot be fully mitigated to a less-than-significant level. Thus, the EIR certification includes a Statement of Overriding Considerations, which is included as Exhibit B in Attachment 2. The Statement of Overriding Considerations outlines the economic, legal, social, technological, and other benefits of General Plan 2040 that outweigh the potential adverse environmental effects. The requirements for a Statement of Overriding Considerations are established in CEQA Guidelines Section 15093 and in Public Resources Code Section 21081.

### **Planning Commission Recommendation**

On January 30, 2024, the Planning Commission held a public hearing to review General Plan 2040, receive public comments and provide a recommendation to the City Council. Following discussion and deliberation, the Planning Commission voted unanimously to recommend that the City Council certify the General Plan's Final Environmental Impact Report (EIR) and adopt Strive San Mateo General Plan 2040 based on the listed findings. The Commission's recommendation also included four recommended revisions:

1. Remove the definition of a story that references 11 feet average per story to avoid confusion during implementation and allow the Zoning Code to establish specific height limits based on the range of stories specified in the General Plan;
2. Clarify that the density range in the Land Use Element, specifically Table LU-1, sets the maximum allowed density, but does not set a minimum required density;
3. Change the land use designation for the Bayshore Corporate Commons site (1650-1730 S. Amphlett Blvd) from Mixed-Use High to Mixed-Use Medium I per the owner's request; and
4. Change the land use designation for the office sites on Borel Ave, between Shafter St and Bovet Rd, from Office Medium to Office High to align with the height of the existing buildings (5-7 stories) to avoid creating a non-conforming situation.

### **DISCUSSION:**

The goal of the March 4<sup>th</sup> public hearing (Meeting #1) is to receive public comments, answer Council questions about General Plan 2040, CAP Technical Update, and the Final Environmental Impact Report and receive direction on any final updates or revisions. At the March 18<sup>th</sup> public hearing (Meeting #2), Council will be asked to consider adoption of General Plan 2040 and the CAP Technical Update, and certification of the Final Environmental Impact Report with a Statement of Overriding Considerations.

The resolutions to support the City Council actions are included in Attachments 1 and 2. The resolution with findings to support adoption of General Plan 2040 and the CAP Technical Update is included as Attachment 1, and the resolution to certify the Final EIR is included as Attachment 2, with specific EIR Findings in Exhibit A and the Statement of Overriding Considerations in Exhibit B.

### **NEXT STEPS:**

#### **City Council Adoption Hearings**

Public hearings before the City Council will be held on **Monday, March 4, 2024** and **Monday, March 18, 2024**, to consider adoption of General Plan 2040 and the CAP Technical Update, and certification of the Final Environmental Impact Report. If the City Council adopts General Plan 2040, the City Council will then be asked to proceed with placing a measure on the November 2024 general election ballot to amend Measure Y to allow the heights and densities permitted under General Plan 2040 as described below.

#### **Implementation Plan**

Following adoption of General Plan 2040, staff will prepare a General Plan Implementation Plan, that will provide details on how each General Plan action can be implemented, including the lead department or entity, a general estimate of resources to complete and level of priority. The Implementation Plan will be brought back to Council for a study session later this year, and will be a resource to guide the City's annual goals and priorities.

#### **November 2024 Ballot Initiative**

Measure Y is a ballot measure that was passed by voters in November 2020 and sunsets in 2030, which retained the existing height, density and intensity limits on new development that were originally adopted under earlier ballot measures (Measure H in 1991 and Measure P in 2004). Overall, Measure Y sets a height limit up to 55 feet (five stories); the base density allows up to 50 units per acre, and the nonresidential intensity allows up to a 3.0 floor area ratio (FAR). The height, density and intensity limits allow for exceptions in certain locations with provision of public benefits, and State Density Bonus law allows projects to exceed these limits when certain percentages of affordable units are provided.

General Plan 2040 concentrates growth in ten study areas that are close to transit and/or are areas in transition, such as aging shopping centers. Some of the land use designations in the ten study areas include building heights, densities and FARs that exceed the limits set by Measure Y. Any components in the General Plan that are inconsistent with Measure Y will require voter approval before they can take effect. If the City Council adopts General Plan 2040, the City Council will be asked to place a measure on the November 2024 general election ballot to amend Measure Y to allow for heights and densities as prescribed in General Plan 2040 for the ten study areas.

Most of General Plan 2040 is consistent with Measure Y and can be implemented without a ballot measure to amend Measure Y. However, if voters do not amend Measure Y, the City will need to explore land use changes citywide to accommodate the City's current and future housing needs. As required by law and so long as it is in effect, Measure Y will apply when there is any inconsistency between it and other provisions of General Plan 2040, as stated in Policy LU 1.9.

#### **PUBLIC COMMENTS:**

A summary of community input is provided above, and a detailed Community Engagement Summary of the Draft General Plan Phase was provided to the City Council on October 30, 2023, and is included as Attachment 9. All comments that have been submitted are available at [www.strivesanmateo.org/documents/publiccomments](http://www.strivesanmateo.org/documents/publiccomments). This link includes all comments that have been submitted since the beginning of the General Plan Update effort in Sept. 2018.

#### **ENVIRONMENTAL DETERMINATION:**

As outlined above, an EIR has been prepared for General Plan 2040 to meet CEQA requirements. Since the EIR identified significant impacts that could not be fully mitigated, a Statement of Overriding Considerations is included as part of the resolution certifying the Final EIR.

#### **NOTICE PROVIDED:**

State law requires the City Council to hold at least one public hearing prior to adopting a general plan (Govt. §65355). In accordance with Government Code Section 65090, notice of this public hearing was published in the San Mateo Daily Journal newspaper at least 10 days in advance of this public hearing. In accordance with Government Code Section 65091 and the City's Municipal Code noticing requirements, this public hearing was noticed to the following parties at least 10 days in advance of this public hearing:

- A mailed notice to all households within the City of San Mateo;
- The City's "900 List" which contains nearly 100 Homeowner Associations, Neighborhood Associations, local utilities, media, and other organizations interested in citywide planning projects;
- The City's Planning "Notify Me" email list;
- The Strive San Mateo General Plan Update interested parties list, which includes interested individuals who contacted the City and requested to be added to the project notification list; and
- Various other postings via the City's social media channels.

#### **ATTACHMENTS**

Att 1 – City Council Resolution - General Plan 2040 and Climate Action Plan Technical Update Adoption

Att 2 – City Council Resolution - Final Environmental Impact Report Certification

Exhibit A - Significant Impacts and Mitigation Measures Findings and Alternatives Findings

Exhibit B - Statement of Overriding Considerations

Att 3 – Strive San Mateo General Plan 2040

Att 4 – General Plan 2040 Goals, Policies and Actions Updates

Att 5 – Land Use Map Recommended Revisions

Att 6 – Fiscal Analysis for General Plan 2040

Att 7 – Climate Action Plan Technical Update

Att 8 – Final Environmental Impact Report

Att 9 – Draft General Plan Community Engagement Summary

Att 10 – Fact Sheet on 1770 S. Amphlett Blvd Site (San Mateo Marriott)

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**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_\_ (2024)**

**ADOPT A GENERAL PLAN AMENDMENT TO REPEAL SAN MATEO GENERAL PLAN 2030 AND  
ADOPT STRIVE SAN MATEO GENERAL PLAN 2040 AND  
ADOPT A TECHNICAL UPDATE TO SAN MATEO'S 2020 CLIMATE ACTION PLAN**

WHEREAS, the City of San Mateo (City) General Plan 2030, consisting of various state-mandated elements that requires revision and updating to ensure compliance with current State law and regulations, was last comprehensively updated in 2010, with City Council adoption of Resolution No. 134-2010 on October 18, 2010; and

WHEREAS, the City, by and through its City Council, Planning Commission, General Plan Subcommittee, and General Plan Technical Advisory Committee, through extensive community and stakeholder engagement and input, prepared Strive San Mateo General Plan 2040 (General Plan 2040 or "Project") as a comprehensive revision to, and update of General Plan 2030; and

WHEREAS, the City has conducted extensive community outreach over the last five and a half years, including more than 80 events, including workshops, staff presentations, and pop-up events, seven online activities, 13 General Plan Subcommittee meetings, seven Planning Commission meetings, and 16 City Council meetings from 2018 through 2023; and

WHEREAS, General Plan 2040 was prepared pursuant to Government Code Section 65350 *et seq.*, and is intended to replace the General Plan 2030, which will be repealed in its entirety, excepting and incorporating Housing Element 2023-2031 that was most recently adopted by the City Council on January 24, 2023; and

WHEREAS, General Plan 2040 consists of the eight elements mandated by State law in Government Code Section 65302 (Land Use; Circulation; Housing; Conservation; Noise; Environmental Justice, Safety, and Open Space), and two additional non-mandatory elements included pursuant to Government Code Section 65303 (Public Services and Facilities Element; and Community Design and Historic Resources Element); and

WHEREAS, Housing Element 2023-2031, adopted in 2023, is incorporated into General Plan 2040, although it has not yet achieved certification by the State of California Department of Housing and Community Development ("HCD"), and once Housing Element 2023-2031 is certified by the state, it will replace the current 2023-2031 Housing Element and will be incorporated into General Plan 2040; and

WHEREAS, the City has voter-approved height, density, and intensity limits under Measure Y, which was approved on November 3, 2020, and General Plan 2040 incorporates these limits by reference; in case of any inconsistency or conflict between Measure Y and General Plan 2040, Measure Y shall control as long as it is in effect; and

WHEREAS, the Safety Element in General Plan 2040 incorporates by reference the current San Mateo County Multijurisdictional Local Hazard Mitigation Plan and City of San Mateo Annex, approved by the Federal Emergency Management Agency in 2021, as required by Assembly Bill 2140 to increase opportunities for financial assistance under the California Disaster Assistance Act; and

WHEREAS, as provided in Government Code Sections 65352 – 65352.5, on April 22, 2022, the City mailed a public notice to all California Native American tribes on the contact list provided by the Native American Heritage Commission and other entities listed; and

WHEREAS, no California Native American tribe requested consultation; and

WHEREAS, a Technical Update to the City's 2020 Climate Action Plan was prepared to ensure consistency with General Plan 2040 and to align with new State laws and best practices, including Assembly Bill (AB) 1279; and

WHEREAS, on August 9, 2023, the Sustainability and Infrastructure Commission reviewed the Climate Action Plan Technical Update and recommended approval to the City Council; and

WHEREAS, on January 12, 2022, a Notice of Preparation of the Draft Environmental Impact Report ("Draft EIR") was issued in accordance with the requirements of the California Environmental Quality Act (Public Resources Code [PRC] Section 21000 *et seq.*) ("CEQA"), and the State CEQA Guidelines (14 California Code of Regulations [CCR] Section 15000 *et seq.*); and

WHEREAS, On January 25, 2022, a scoping meeting was held to solicit public comment on the environmental issues to be addressed in the Draft EIR; and

WHEREAS, the City, as lead agency, prepared the Draft EIR, including technical appendices thereto, for General Plan 2040 and the Climate Action Plan Technical Update as prescribed by CEQA, and the CEQA Guidelines, and such Draft EIR was prepared in accordance with CEQA Guidelines Section 15166(b), forwarded to the State Clearinghouse (SCH) and was assigned SCH No. 2022010160; and

WHEREAS, a Notice of Availability was issued for the circulation of the Draft EIR on August 11, 2023 and the Draft EIR was available for public review and comment for 45 days, between August 11, 2023 to September 25, 2023; and

WHEREAS, the City received several comments relating to the project's Draft EIR and has evaluated and responded to the comments received on the Draft EIR; and

WHEREAS, the City has prepared a Final Environmental Impact Report ("Final EIR"), which incorporates the Draft EIR, contains the City's responses to written comments received on the Draft EIR, and identifies revisions to the Draft EIR; and

WHEREAS, pursuant to California Code of Regulations ("CEQA Guidelines"), Title 14, Section 15090, the lead agency's decision-making bodies shall review the Final EIR and certify that the Final EIR was prepared in compliance with CEQA; and

WHEREAS, on January 30, 2024, in accordance with Government Code Section 65354, CEQA Guidelines Section 15202(b) and San Mateo Municipal Code Section 27.06.040(b), the Planning Commission held a duly noticed public hearing and recommended that the City Council certify the Final EIR with findings and a Statement of Overriding Considerations, and adopt General Plan 2040; and

WHEREAS, notice of the City Council public hearings on March 4, 2024 and March 18, 2024 on the matter of General Plan 2040 and the Final EIR were provided in accordance with applicable law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY FINDS AND RESOLVES that:

1. A Final EIR has been prepared for General Plan 2040. The Final EIR identified significant impacts that could not be fully mitigated, therefore, a Statement of Overriding Considerations is included as part of a separate resolution certifying the Final EIR.

2. The City Council has read and considered the Strive San Mateo 2040 General Plan and all of the documentation comprising the foregoing, as presented to the City Council concurrent with this Resolution, and finds that General Plan 2040, which is incorporated herein and made apart hereof as though fully set forth, is consistent with the requirements of State law, specifically Government Code Section 65300 *et seq.*
3. The City Council hereby repeals San Mateo General Plan 2030 in its entirety and hereby approves the Strive San Mateo 2040 General Plan in its entirety. General Plan 2040 shall henceforth constitute the General Plan of the City of San Mateo, subject to such amendments as may occur in the future pursuant to the requirements and procedures of applicable law relating to the amendment of general plans.
4. The City Council has read and considered the Climate Action Plan Technical Update and all of the documentation comprising the foregoing, as presented to the City Council concurrent with this Resolution, and finds that the Climate Action Plan Technical Update, which is incorporated herein and made apart hereof as though fully set forth, is consistent with the requirements of State law, including Assembly Bill (AB) 1279, which codified the State's commitment to be carbon neutral by 2045.
5. The City Council hereby approves the Climate Action Plan Technical Update in its entirety and incorporates it into San Mateo's 2020 Climate Action Plan.
6. The Planning Commission held a duly noticed public hearing and voted to recommend that the City Council adopt Strive San Mateo General Plan 2040 based on the entire record before it. Planning Commission Resolution No. 2 (2024) memorializing their action is incorporated by reference.
7. Pursuant to the requirements of State law, within one working day of the date of adoption of this Resolution, the City Clerk shall make available at City Hall for public review a copy of the Strive San Mateo 2040 General Plan and Final EIR.
8. This resolution will take effect 30 days from the date of adoption.
9. New projects submitted for review and approval by the City on or after the effective date of this resolution shall be subject to the goals, policies, and actions within Strive San Mateo General Plan 2040.

**CITY OF SAN MATEO  
RESOLUTION NO \_\_\_\_ (2024)**

**CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT FOR THE STRIVE SAN  
MATEO GENERAL PLAN 2040 AND CLIMATE ACTION PLAN UPDATE AND ADOPTING  
FINDINGS OF FACT AND A STATEMENT OF OVERRIDING CONSIDERATIONS IN  
ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the City of San Mateo (“City”), as the lead agency, has prepared an update to its general plan, entitled “Strive San Mateo General Plan 2040” and a technical update to its Climate Action Plan (both collectively referred to herein as the “Project”), for approval and adoption by the City Council; and

WHEREAS, approval of the Project would constitute a project under the provisions of the California Environmental Quality Act of 1970, together with related State implementation guidelines promulgated thereunder (“CEQA”); and

WHEREAS, the City, in compliance with CEQA, prepared an Environmental Impact Report to provide an assessment of the potential environmental consequences of adopting and implementing the Project; and

WHEREAS, the environmental review process under CEQA was undertaken concurrently with the preparation and consideration of the Project, which included the participation of a General Plan Subcommittee (“GPS”) that periodically held public meetings over approximately five years and offered recommendations to the City Council. This process allowed the Project to account for potential environmental impacts and include policies to address those impacts; and

WHEREAS, a Notice of Preparation (“NOP”) for a Draft Environmental Impact Report (“Draft EIR”) was circulated for public review on January 12, 2022. On January 25, 2022, a scoping meeting was held to solicit public comment on the environmental issues to be addressed in the EIR; and

WHEREAS, a Draft EIR was prepared for the Project and was circulated for public review from August 11, 2023 to September 25, 2023, during which time the City held one public hearing before the Planning Commission on September 12, 2023, to receive comments on the Draft EIR; and

WHEREAS, a Final Environmental Impact Report (“Final EIR”) was prepared, which is comprised of the Draft EIR dated August 2023, together with the Final EIR including responses to public comments on the Draft EIR and edits to the Draft EIR, and the Statement of Overriding Considerations (collectively, all of said documents are referred to herein as the “Final EIR”), and published at least ten days prior to any public hearings on this Project; and

WHEREAS, the Council is the decision-making body for adoption of the Project, and considers recommendations made by the Planning Commission as part of its action; and

WHEREAS, on January 30, 2024, the Planning Commission at a duly noticed public hearing reviewed the Final EIR prepared for the Project, and voted to recommend that the City Council certify



the Final EIR and find that it was completed in accordance with the requirements of CEQA. Planning Commission Resolution No. 2 (2024) memorializing their action is incorporated by reference; and

WHEREAS, CEQA requires that, in connection with approval of a project for which an EIR has been prepared that identifies one or more significant environmental effects of the project, the decision-making body of a public agency make certain findings regarding those effects; and

WHEREAS, during the EIR process, eighteen environmental resources areas were evaluated, and three resource areas were found to have significant unavoidable impacts. All the significant unavoidable impacts had specific economic, legal, social, technological, or other considerations that made mitigation measures infeasible. These findings are described in **Exhibit A**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY FINDS AND RESOLVES that:

1. The City Council certifies the Final EIR, adopts the CEQA Findings, and adopts the Statement of Overriding Considerations for the Project based on the findings and information contained herein and outlined below.
2. The City Council, in the exercise of its independent judgment, makes and adopts the following findings to comply with the requirements of CEQA, including Sections 15091, 15092, and 15093 of the CEQA Guidelines, based upon the entire record of proceedings for the Project. All statements set forth in this Resolution constitute formal findings of the City Council, including the statements set forth in this paragraph and in the recitals above.
3. The City Council was presented with and has independently reviewed and analyzed the Final EIR and other information in the record, including all public comments, and has considered the information contained therein prior to acting upon and approving the Project, and based on the findings stated below upon such review.
4. The Final EIR provides an adequate basis for considering and acting upon the Project. The City Council has considered all of the evidence and arguments presented during consideration of the Project and the Final EIR. In determining whether the Project may have a significant impact on the environment, and in adopting the findings set forth herein, the City Council certifies that it has complied with Public Resources Code Sections 21081, 21081.5, and 21082.2.
5. The City Council finds that all impacts initially identified as “less than significant” have been described accurately and are less than significant as described in the Final EIR. This finding does not apply to impacts identified as “significant” that are addressed by mitigation measures included in the Final EIR. The disposition of each of those impacts and the mitigation measures adopted to reduce them are addressed specifically in **Exhibit A**. The impacts identified as significant and unavoidable even with mitigation are addressed in the Statement of Overriding Considerations in **Exhibit B**. **Exhibits A and B** are attached hereto and incorporated by reference.
6. Consistent with CEQA Guidelines Section 15126.4, the Final EIR identifies mitigation measures, where available, to minimize significant impacts. All mitigation measures in the Final EIR are adopted and incorporated into the Project.

7. The Mitigation Monitoring and Reporting Program (MMRP) includes all mitigation measures adopted with respect to the Project and explains how and by whom they will be implemented and enforced. The MMRP is included in the Final EIR and is incorporated by reference.
8. The Final EIR contains responses to comments received on the Draft EIR. The Final EIR also contains corrections and clarifications to the text and analysis of the Draft EIR, where warranted. The City Council hereby finds that such changes and additional information do not constitute significant new information under CEQA because such changes and additional information do not indicate that any of the following would result from approval and implementation of the Project:
  - i. Any new significant environmental impact or substantially more severe environmental impact (not already disclosed and evaluated in the Draft EIR),
  - ii. Any feasible mitigation measure considerably different from those analyzed in the Draft EIR that would lessen a significant environmental impact of the Project has been proposed and would not be implemented, or
  - iii. Any feasible alternative considerably different from those analyzed in the Draft EIR that would lessen a significant environmental impact of the Project has been proposed and would not be implemented.

Therefore, the City Council finds and determines that recirculation of the Final EIR for further public review and comment is not warranted or required under the provisions of CEQA.

9. The Final EIR considers a reasonable range of potentially feasible alternatives, sufficient to foster informed decision making, public participation, and a reasoned choice, in accordance with CEQA. Alternatives to the Project that are evaluated in the Final EIR are addressed in **Exhibit A**.
10. The Statement of Overriding Considerations has been adopted, attached hereto as **Exhibit B**. The Statement of Overriding Considerations addresses the significant and unavoidable impacts of the Project that, even with mitigation measures, are expected to remain significant, and identifies the specific economic, legal, social, technological, or other benefits, that outweigh the project's significant unavoidable impacts.
11. The City Council hereby makes the following findings with respect to significant effects on the environment of the Project, as identified in the Final EIR, with the understanding that all of the information in this Resolution is intended as a summary of the complete administrative record supporting the Final EIR; the full administrative record should be consulted for the details supporting these findings.

#### **I. STATUTORY REQUIREMENTS FOR FINDINGS**

Significant effects of the Project were identified in the Draft EIR. Public Resources Code Section 21081 and CEQA Guidelines Section 15091 require that the Lead Agency prepare written findings for identified significant impacts, accompanied by a brief explanation of the rationale for each finding. Less than significant effects (without mitigation) of the Project were also identified in the Draft EIR. CEQA does not require that the Lead Agency prepare written findings for less than significant effects.

CEQA requires that the Lead Agency adopt mitigation measures or alternatives, where feasible, to avoid or mitigate significant environmental impacts that would otherwise occur with implementation of the Project. Project mitigation or alternatives are not required, however, where substantial evidence in the

record demonstrates that they are infeasible or where the responsibility for modifying the Project lies with another agency. Specifically, CEQA Guidelines Section 15091 states:

- (a) No public agency shall approve or carry out a project for which an EIR has been certified which identifies one or more significant environmental effects of the project unless the public agency makes one or more written findings for each of those significant effects, accompanied by a brief explanation of the rationale for each finding. The possible findings are:
  - (1) Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effect as identified in the final EIR.
  - (2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
  - (3) Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the final EIR.

The “changes or alterations” referred to in CEQA Guidelines Section 15091(a)(1) above, that are required in, or incorporated into, the Project and that mitigate or avoid the significant environmental effects of the project, may include a wide variety of measures or actions as set forth in CEQA Guidelines Section 15370, including avoiding, minimizing, rectifying, or reducing the impact over time, or compensating for the impact by replacing or providing substitute resources.

## **II. FINDINGS REGARDING SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

Pursuant to Public Resources Code Section 21081 and CEQA Guidelines Section 15091, the City Council hereby makes specific findings with respect to the potential for significant environmental impacts from adoption and implementation of the Project and the means for mitigating those impacts. For the purpose of these findings, as identified above, the term “Final Environmental Impact Report” (Final EIR) includes the Draft EIR , unless otherwise specified.

The findings herein do not attempt to describe the full analysis of each environmental impact contained in the Final EIR. Instead, the findings provide a summary description of each impact, describe the applicable mitigation measures identified in the Final EIR and adopted by the City, and state the findings on the significance of each impact after imposition of the adopted mitigation measures. A full explanation of these environmental findings and conclusions can be found in the Final EIR. These findings hereby incorporate by reference the discussion and analysis in the Final EIR that support the Final EIR's determinations regarding significant Project impacts and mitigation measures designed to address those impacts. The facts supporting these findings are found in the record as a whole for the Project.

In making these findings, the City ratifies, adopts, and incorporates into these findings the analysis and explanation in the Final EIR, and ratifies, adopts, and incorporates into these findings the determinations and conclusions of the Final EIR relating to environmental impacts and mitigation measures, except to the extent that any such determinations and conclusions are specifically and expressly modified by these findings.

### **III. MITIGATION MONITORING AND REPORTING PROGRAM**

Incorporated and adopted as part of this Resolution herein is the Mitigation Monitoring and Reporting Program (“MMRP”) (located in Appendix H of the Final EIR) for the Project required under Public Resources Code Section 21081.6. The MMRP identifies impacts of the Project, corresponding mitigation, timing for implementation, and designation for responsibility for mitigation implementation and monitoring.

### **IV. LOCATION AND CUSTODIAN OF RECORDS**

The documents and other materials that constitute the record of proceedings on which the City Council based the foregoing findings and approval of the Project are located at the Planning Division, 330 West 20<sup>th</sup> Avenue, San Mateo, CA 94403. The official custodian of the record is the Interim Director of Community Development at the same address.

# EXHIBIT A

## SIGNIFICANT IMPACTS AND MITIGATION MEASURES FINDINGS AND ALTERNATIVES FINDINGS

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### FINDINGS REGARDING SIGNIFICANT IMPACTS AND MITIGATION MEASURES

Pursuant to Public Resources Code section 21081 and CEQA Guidelines section 15091, the City Council hereby makes these findings with respect to the potential for significant environmental impacts from adoption and implementation of Strive San Mateo General Plan 2040 (General Plan 2040 or proposed General Plan) and Climate Action Plan (CAP) Technical Update, hereinafter referred to together as “Project” and the means for mitigating those impacts. For the purpose of these findings, the term “Final Environmental Impact Report” (Final EIR) includes the Draft EIR, unless otherwise specified.

The findings provide a summary description of each impact, describe the applicable mitigation measures identified in the Final EIR and adopted by the City, and state the findings on the significance of each impact after imposition of the adopted mitigation measures. These findings do not attempt to describe the full analysis of each environmental impact contained in the Final EIR. A full explanation of these environmental findings and conclusions can be found in the Final EIR. These findings hereby incorporate by reference the discussion and analysis in the Final EIR that support the Final EIR's determinations regarding significant project impacts and mitigation measures designed to address those impacts. The facts supporting these findings are found in the record as a whole for the project.

In making these findings, the City ratifies, adopts, and incorporates into these findings the analysis and explanation in the Final EIR, and ratifies, adopts, and incorporates into these findings the determinations and conclusions of the Final EIR relating to environmental impacts and mitigation measures, except to the extent that any such determinations and conclusions are specifically and expressly modified by these findings.

### FINDINGS REGARDING SIGNIFICANT AND UNAVOIDABLE IMPACTS

#### AIR QUALITY

**Impact AQ-2: Construction of development projects that could occur from implementation of the Project would generate emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds and cumulatively contribute to the nonattainment designations of the San Francisco Bay Area Air Basin.**

**Mitigation Measure AQ-2:** Prior to discretionary approval by the City for development projects subject to CEQA (California Environmental Quality Act) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project construction-related air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology for assessing air

quality impacts identified in BAAQMD's CEQA Air Quality Guidelines. If construction-related criteria air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require feasible mitigation measures to reduce air quality emissions. Measures shall require implementation of the BAAQMD Best Management Practices for construction-related fugitive dust emissions, examples of best management practices include:

- Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) at least twice daily or as often as needed to control dust emissions.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt trackout onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day.
- All vehicle speeds on unpaved roads shall be limited to 15 mph.
- All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seedling or soil binders are used.
- All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.
- All trucks and equipment, including their tires, shall be washed prior to leaving the site.
- Unpaved roads providing access to sites located 100 feet or further from a paved road shall be treated with a 6- to 12-inch layer of compact layer of wood chips, mulch, or gravel.
- Prior to the commencement of construction activities, individual project proponents shall post a publicly visible sign with the telephone number and person to contact regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD and City contact phone numbers shall also be visible to ensure compliance with applicable regulations.

Measures shall be incorporated into appropriate construction documents (e.g., construction management plans) and shall be verified by the City.

**Finding:** At the programmatic level, the mitigation measure cannot be determined to fully reduce the severity of Impact AQ-2 for all future development projects allowed by the Project; therefore, it remains significant and unavoidable.

**Rationale for Finding:** Mitigation Measure AQ-2 would reduce construction-related regional air impacts from construction equipment exhaust at the project level; however, potential future development projects under the Project could still exceed the BAAQMD significance thresholds for construction. Therefore, implementation of the Project could result in significant construction-related regional air impacts from construction equipment exhaust. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact AQ-2, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting property investment and redevelopment, encouraging a multimodal transportation system, and promoting context-sensitive high-quality design. These findings are based on the entire record of proceedings for the Project, including but not limited to, the discussion and analysis on pages 4.2-53 to 4.2-56 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

**Impact AQ-3: Operation of development projects under the Project would generate operational emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds for volatile organic compounds (VOC) and nitrogen oxides (NO<sub>x</sub>).**

**Mitigation Measure AQ-3:** Prior to discretionary approval by the City for development projects subject to California Environmental Quality Act (CEQA) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project operational air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology in assessing air quality impacts identified in BAAQMD's current CEQA Air Quality Guidelines at the time that the project is considered.

If operation-related air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require the project applicant(s) to incorporate mitigation measures to reduce air pollutant emissions during operational activities. The identified measures shall be included as part of the conditions of approval or as part of a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review. Possible mitigation measures to reduce long-term emissions could include, but are not limited to the following:

- Implementing commute trip reduction programs.
- Unbundling residential parking costs from property costs.
- Expanding bikeway networks.
- Expanding transit network coverage or hours.
- Using cleaner-fueled vehicles.
- Exceeding the current Title 24 Building Envelope Energy Efficiency Standards.
- Establishing on-site renewable energy generation systems.
- Requiring all-electric buildings.
- Replacing gas-powered landscaping equipment with zero-emission alternatives.
- Implementing organics diversion programs.
- Expanding urban tree planting.

**Finding:** At the programmatic level, the mitigation measure cannot be determined to fully reduce the severity of Impact AQ-3 for all future development projects that could occur under the Project; therefore, it remains significant and unavoidable.

**Rationale for Finding:** Mitigation Measure AQ-3 would apply to future development projects that are subject to CEQA (i.e., discretionary projects) and are allowed by the Project. The identification of this program-level impact does not preclude the finding of less-than-significant impacts for subsequent individual projects that meet applicable thresholds of significance. While it is anticipated there will be project-level impacts related to this standard of significance, it is not feasible to fully evaluate and mitigate impacts at the project level due to the programmatic nature of this analysis. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact AQ-3, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting property investment and redevelopment, encouraging a multimodal transportation system, and promoting context-sensitive high-quality design. These findings are based on the entire record of

proceedings for the Project, including but not limited to the discussion and analysis on pages 4.2-56 to 4.2-63 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

**Impact AQ-4: Construction emissions associated with development under the Project could expose air quality-sensitive receptors to substantial toxic air contaminant concentrations and exceed the Bay Area Air Quality Management District's project-level and cumulative significance thresholds.**

**Mitigation Measure AQ-4:** Prior to discretionary approval by the City, project applicants for new industrial or warehousing development projects that 1) have the potential to generate 100 or more diesel truck trips per day or have 40 or more trucks with operating diesel-powered transport refrigeration units, and 2) are within 1,000 feet of a sensitive land use (e.g., residential, schools, hospitals, nursing homes) or Overburdened Community (as defined by the Bay Area Air Quality Management District [BAAQMD] Community Air Risk Evaluation Program), as measured from the property line of the project to the property line of the nearest sensitive use, shall submit a health risk assessment (HRA) to the City for review and approval. The HRA shall be prepared in accordance with policies and procedures of the state Office of Environmental Health Hazard Assessment and BAAQMD. If the HRA shows that the cumulative and project-level incremental cancer risk, noncancer hazard index, and/or PM<sub>2.5</sub> exceeds the respective threshold, as established by BAAQMD (all areas of the City and Sphere of Influence) and project-level risk of 6.0 in Equity Priority Communities (as defined in the City of San Mateo General Plan) at the time a project is considered, the project applicant will be required to identify best available control technologies for toxics (T-BACTs) and appropriate enforcement mechanisms, and demonstrate that they are capable of reducing potential cancer, noncancer risks, and PM<sub>2.5</sub> to an acceptable level. T-BACTs may include but are not limited to:

- Restricting idling on-site beyond Air Toxic Control Measures idling restrictions
- Electrifying warehousing docks
- Requiring use of newer equipment
- Requiring near-zero or zero-emission trucks for a portion of the vehicle fleet based on opening year.
- Truck Electric Vehicle (EV) Capable trailer spaces.
- Restricting off-site truck travel through the creation of truck routes.

T-BACTs identified in the HRA shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for applicable projects as part of their CEQA review.

**Finding:** At the programmatic level, the mitigation measure cannot be determined to fully reduce the severity of Impact AQ-4 on sensitive populations; therefore, it remains significant and unavoidable.

**Rationale for Finding:** Mitigation Measure AQ-4 would reduce project-level impacts of TAC and PM<sub>2.5</sub> to less than significant levels. However, there is potential for future development projects allowed by the Project to contribute to significant cumulative risk in the Bay Area that could affect sensitive populations and Equity Priority Communities. Therefore, impacts would be significant and unavoidable. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact AQ-4, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting property investment and redevelopment, encouraging a multimodal transportation system, and promoting context-sensitive high-quality design. These findings are based on the entire record of



proceedings for the Project, including but not limited to, the discussion and analysis on pages 4.2-63 to 4.2-68 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

**Impact AQ-6: Implementation of the Project would generate a substantial increase in emissions that exceeds the Bay Area Air Quality Management District's significance thresholds and would cumulatively contribute to the nonattainment designations and health risk in the San Francisco Bay Area Air Basin.**

**Mitigation Measure AQ-6:** Implement Mitigation Measures AQ-2, AQ-3, and AQ-4.

**Finding:** Due to the programmatic nature of the Project, no additional mitigation measures are available; therefore, impacts would be significant and unavoidable.

**Rationale for Finding:** Mitigation Measures AQ-2, AQ-3, and AQ-4 would help reduce project-related emissions to the extent feasible. However, criteria air pollutant emissions generated by land uses could exceed the BAAQMD regional thresholds. Therefore, air pollutant emissions associated with the Project would result in a cumulatively considerable contribution to air quality impacts and remain significant and unavoidable at the program level. Implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact AQ-6, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting property investment and redevelopment, encouraging a multimodal transportation system, and promoting context-sensitive high-quality design. These findings are based on the entire record of proceedings for the Project, including but not limited to the discussion and analysis on pages 4.2-69 to 4.2-70 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

## NOISE

**Impact NOISE-1: Buildout under the Project is anticipated to result in unacceptable traffic noise with an increase of more than 5.0 dBA Ldn over existing conditions along one roadway segment (1st Avenue west of B Street) within the EIR Study Area.**

**Mitigation Measures:** None available.

**Finding:** Because no feasible mitigation measures are available to avoid or further reduce the severity of Impact NOISE-2, it remains significant and unavoidable.

**Rationale for Finding:** Addressing traffic noise at the receiver rather than the source usually takes the form of noise barriers (i.e., sound walls). While constructing noise barriers along streets would reduce noise, the placement of sound walls between existing residences/businesses and local roadways would not be desirable as it would conflict with the community's aesthetic, design, and character, and quality of life, and is therefore deemed infeasible. Therefore, there are no feasible mitigation measures to avoid or further reduce the severity of Impact NOISE-1. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would

outweigh the significant adverse effects of Impact NOISE-1, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting local shops and businesses, protecting open spaces, and promoting development of a climate change adaptation plan. These findings are based on the entire record of proceedings for the Project, including but not limited to the discussion and analysis on pages 4.11-37 to 4.11-46 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

**Impact NOISE-4: Buildout under the Project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.**

**Mitigation Measures:** None available.

**Finding:** Because no feasible mitigation measures are available to avoid or further reduce the severity of Impact NOISE-4, it remains significant and unavoidable.

**Rationale for Finding:** As discussed in impact discussion NOISE-1, there are no feasible mitigation measures to reduce this impact. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact NOISE-4, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include supporting local shops and businesses, protecting open spaces, and promoting development of a climate change adaptation plan. These findings are based on the entire record of proceedings for the Project, including but not limited to the discussion and analysis on page 4.11-51 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

## WILDFIRE

**Impact WILD-2: Development under the Project would increase population, buildings, and infrastructure in wildfire-prone areas, thereby exacerbating wildfire risks.**

**Mitigation Measures:** None available.

**Finding:** Because no feasible mitigation measures are available to avoid or further reduce the severity of Impact WILD-2, it remains significant and unavoidable.

**Rationale for Finding:** The only way to fully avoid the wildfire impact from implementation is to prohibit development in areas in very high fire hazard severity zones (VHFHSZs) and the Wildland-Urban Interface (WUI). The majority of western San Mateo is in a VHFHSZ and/or the WUI. Prohibiting new development in this portion of San Mateo is not feasible or practical because the City has a responsibility to meet other, conflicting obligations, including reconstruction of homes burned by wildfires or allowing by right development under existing zoning. Any such development or reconstruction would have to meet fire codes, but still exacerbates wildfire risks. However, the development of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact WILD-2, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include protecting open spaces,

prioritizing development of a climate change adaptation plan, and reducing vehicle miles traveled and greenhouse gas (GHG) emissions. These findings are based on the entire record of proceedings for the Project, including but not limited to the discussion and analysis on pages 4.18-28 to 4.18-31 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

**Impact WILD-5: Potential development under the Project could, in combination with other surrounding and future projects in the State Responsibility Areas, Very High Fire Hazard Severity Zones, or Wildland Urban Interface, result in cumulative impacts associated with the exposure of project occupants to pollutant concentrations from a wildfire or uncontrolled spread of a wildfire due to slope, prevailing winds, or other factors.**

**Mitigation Measures:** None available.

**Finding:** Because no feasible mitigation measures are available to avoid or further reduce the severity of Impact WILD-5, it remains significant and unavoidable.

**Rationale for Finding:** Similar to the rationale for Impact WILD-2, the only way to fully avoid the cumulative wildfire impact is to prohibit future development projects allowed by the Project in the State Responsibility Area (SRA), VHFHSZs, and WUI throughout the region. Prohibiting new development in this portion of San Mateo is not feasible or practical because the City has a responsibility to meet other, conflicting obligations, including reconstruction of homes burned by wildfires or allowing by right development under existing zoning. Any such development or reconstruction would have to meet fire codes, but could still exacerbate wildfire risks. However, implementation of the Project would provide specific economic, environmental, social, legal, technological, and other benefits that would outweigh the significant adverse effects of Impact WILD-5, as set forth in the Statement of Overriding Considerations in Exhibit B. These benefits include protecting open spaces, prioritizing development of a climate change adaptation plan, and reducing vehicle miles traveled and greenhouse gas (GHG) emissions. These findings are based on the entire record of proceedings for the Project, including but not limited to the discussion and analysis on pages 4.18-35 to 4.18-36 of the Draft EIR, which includes a full statement of this impact.

**Resulting Significance:** Significant and unavoidable.

## FINDINGS REGARDING ALTERNATIVES

The CEQA Guidelines require that an EIR describe a reasonable range of alternatives that would feasibly attain most of the basic project objectives but would avoid or substantially lessen any of the significant environmental effects of the project, and then evaluate the comparative merits of such alternatives. (CEQA Guidelines §15126(a)). For the purpose of these findings, the term “Final EIR” includes the Draft EIR, unless otherwise specified.

## SIGNIFICANT AND UNAVOIDABLE IMPACTS

CEQA provides that decision-makers should not approve a project as proposed if there are feasible alternatives or feasible mitigation measures that would substantially lessen the significant impacts of the project (Public Resources Code §21002). The following impacts in the Final EIR remain significant after mitigation (i.e., significant and unavoidable) and no feasible mitigation or project alternative is identified or available to reduce these impacts to a level of less than significance:

1. Impact AQ-2: Construction of development projects that could occur from implementation of the Project would generate emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds and cumulatively contribute to the nonattainment designations of the San Francisco Bay Area Air Basin.
2. Impact AQ-3: Operation of development projects under the Project would generate operational emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds for volatile organic compounds (VOC) and nitrogen oxides (NOX).
3. Impact AQ-4: Construction emissions associated with development under the Project could expose air quality-sensitive receptors to substantial toxic air contaminant concentrations and exceed the Bay Area Air Quality Management District's project-level and cumulative significance thresholds.
4. Impact AQ-6: Implementation of the Project would generate a substantial increase in emissions that exceeds the Bay Area Air Quality Management District's significance thresholds and would cumulatively contribute to the nonattainment designations and health risk in the San Francisco Bay Area Air Basin.
5. Impact NOISE-1: Buildout under the Project is anticipated to result in unacceptable traffic noise with an increase of more than 5.0 dBA Ldn over existing conditions along one roadway segment (1st Avenue west of B Street) within the EIR Study Area.
6. Impact NOISE-4: Buildout under the Project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.
7. Impact WILD-2: Development under the Project would increase population, buildings, and infrastructure in wildfire-prone areas, thereby exacerbating wildfire risks.
8. Impact WILD-5: Potential development under the Project could, in combination with other surrounding and future projects in the State Responsibility Areas, Very High Fire Hazard Severity Zones, or Wildland Urban Interface, result in cumulative impacts associated with the exposure of project occupants to pollutant concentrations from a wildfire or uncontrolled spread of a wildfire due to slope, prevailing winds, or other factors.

In compliance with CEQA, the following findings address whether there are any feasible alternatives or any additional feasible mitigation measures available that would reduce the significant and unavoidable impacts identified in the Final EIR for the Project to a less-than-significant level.

## ALTERNATIVES CONSIDERED

Through the environmental review process, the City identified two (2) potential project alternatives for consideration. The following alternatives are evaluated in Chapter 5 of the Draft EIR:

- **No Project Alternative.** Under CEQA, an evaluation of a "no project" alternative must be included in each EIR. Under the No Project Alternative, the current General Plan 2030 and Climate Action Plan (CAP) would remain in effect and would not be replaced by the Project. The Project would not

incorporate new topics that are now required by State law, such as environmental justice, and would not revise relevant policies and actions to meet those requirements. The No Project Alternative would also not address other emerging issues addressed in the proposed General Plan 2040, such as sea level rise, autonomous vehicles, and green infrastructure. Under the No Project Alternative, potential future development in San Mateo would continue to be subject to existing policies, regulations, development standards, and land use designations of the existing General Plan 2030 and the existing CAP.

- **Reduced Traffic Noise Alternative.** The Reduced Traffic Noise Alternative is intended to reduce the level of traffic noise generated by the Project through enhanced transportation demand management (TDM) measures. Specifically, it is assumed that this alternative would involve a new TDM program applicable to new development as well as existing residences, employees, and businesses, and may require individual developers to participate in a City-established TDM program focused on reducing vehicle trips. In addition, this alternative would involve increased funding allocations to fully implement the City's Bicycle Master Plan and Pedestrian Master Plan as expeditiously as possible, in order to provide expanded and safer alternatives to driving and encourage higher participation in TDM initiatives. The Reduced Traffic Noise Alternative would accommodate the same amount of proposed development as the Project and would involve the same proposed General Plan land use map, designations, goals, policies, and actions. This alternative would also include the same technical update to the City's 2020 Climate Action Plan (CAP) that would occur under the Project.

The primary purpose of an EIR's alternative analysis is to identify and evaluate possible alternatives to the Project that can avoid or substantially lessen the project's significant environmental effects while still achieving the basic objectives of the project. The City has developed the following project objectives for General Plan 2040:

- Identify the location and allowed density and intensity of San Mateo's land uses including housing, businesses, industry, open space, schools, civic buildings, etc.
- Plan for future circulation and infrastructure improvements.
- Identify sufficient residential land to meet the current and future housing needs for people at all income levels.
- Protect natural resources, such as water, air, trees, and hillsides, and preserve and improve open spaces, including open space for recreation, for habitat, or for public health and safety.
- Protect residents from harmful or disruptive levels of noise.
- Keep the community safe from natural and human-caused hazards, such as earthquakes, landslides, floods, and wildfires, including increased risks from climate change.
- Improve the safety and quality of life for residents of neighborhoods that face a combination of both higher-than-average pollution exposure and social and economic challenges such as low incomes, language barriers, or housing instability (Equity Priority Areas).

The fundamental objectives of the Project are to plan for the growth and conservation of San Mateo over a 20-year time horizon.

## FINDINGS REGARDING ALTERNATIVES

As further set forth below, the City has considered all of the possible alternatives identified and analyzed in the Final EIR and has elected to approve the Project described in Chapter 3 of the Draft EIR. While the Reduced Traffic Noise Alternative would reduce the Project's significant and unavoidable noise impacts, the City finds that both alternatives would be infeasible for specific economic, social, or other considerations pursuant to Public Resources Code sections 21002 and 21081(a)(3), and CEQA Guidelines section 15091(a)(3), as described below. Based on the evaluation and analysis of project alternatives set forth in Chapter 5 of the Draft EIR, and on the entire record of proceedings for the Project, the City hereby makes the following findings:

- **Findings Relating to No Project Alternative.** The City considered a No Project Alternative and declines to adopt it because it is inconsistent with all of the Project objectives. The existing General Plan 2030 was adopted in 2010 and included a horizon year of 2030. While this horizon year is still six years away (as of the time of publishing the Final EIR), in the years between 2010 and 2024 conditions inside and outside of San Mateo have changed, including the economic recovery from the Great Recession, a worsening housing crisis in California, ongoing impacts from climate change, and the COVID-19 pandemic that began in 2020. A number of State and federal laws guiding general plan policies have also been updated during this time. The No Project Alternative would not incorporate new topics that are now required by State law, nor would it address other emerging issues such as future infrastructure planning based on current conditions, responding to sea level rise, or improving environmental justice in San Mateo. Since the No Project Alternative would not implement the Project, the proposed goals, policies, and actions intended to address the objectives would not be adopted. Therefore, this alternative would not fully accomplish any of the project objectives. For these reasons, this alternative is infeasible, as supported by the administrative record for the Project.
- **Findings Relating to the Reduced Traffic Noise Alternative.** The City considered a Reduced Traffic Noise Alternative and declines to adopt it because while it is consistent with the project objectives and would reduce the project's significant and unavoidable impacts associated with traffic noise, it is financially and logistically infeasible. This alternative would require San Mateo residents to implement TDM measures typically implemented by employers rather than jurisdictions. In addition, this alternative would require increased funding allocations to fully implement bicycle and pedestrian improvements at a faster pace than anticipated in the City's current capital improvement plan. TDM measures are evaluated separately and would need policy direction from City Council as well as financial analysis to ensure specific measures are not infeasible because of the associated cost burden. For these reasons, this alternative is infeasible, as supported by the administrative record for the Project.

## EXHIBIT B

### STATEMENT OF OVERRIDING CONSIDERATIONS

---

The City is considering approval of the Strive San Mateo General Plan 2040 (General Plan 2040 or proposed General Plan) and proposed Climate Action Plan (CAP) technical update, hereinafter referred to together as the “Project.”

When project impacts cannot be mitigated to a less than significant level, CEQA requires decision-makers to balance the economic, legal, social, technological, or other benefits of a proposed project against its unavoidable impacts when determining whether to approve the project. If the specific benefits of a project outweigh the unavoidable adverse environmental effects, those effects may be considered acceptable, and the agency must state the specific reasons to support the action in a “statement of overriding considerations” supported by substantial evidence in the record (CEQA Guidelines §15093, Statement of Overriding Considerations). Pursuant to CEQA Guidelines section 15093, the City Council must adopt a Statement of Overriding Considerations for the significant and unavoidable impacts of the Project in connection with approval of the Project.

Notwithstanding all the feasible mitigation measures incorporated into General Plan 2040, the Project will still result in certain significant and unavoidable impacts, as discussed in the Final Environmental Impact Report (Final EIR), which includes the Draft EIR. The City Council finds that even with mitigation, implementation of the Project carries with it significant and unavoidable environmental effects, as identified in the Final EIR and summarized below.

Adoption of the Project would result in the following significant and unavoidable impacts:

1. Impact AQ-2: Construction of development projects that could occur from implementation of the Project would generate emissions that would exceed the Bay Area Air Quality Management District’s regional significance thresholds and cumulatively contribute to the nonattainment designations of the San Francisco Bay Area Air Basin.
2. Impact AQ-3: Operation of development projects under the Project would generate operational emissions that would exceed the Bay Area Air Quality Management District’s regional significance thresholds for volatile organic compounds (VOC) and nitrogen oxides (NOX).
3. Impact AQ-4: Construction emissions associated with development under the Project could expose air quality-sensitive receptors to substantial toxic air contaminant concentrations and exceed the Bay Area Air Quality Management District’s project-level and cumulative significance thresholds.
4. Impact AQ-6: Implementation of the Project would generate a substantial increase in emissions that exceed the Bay Area Air Quality Management District’s significance thresholds and would cumulatively contribute to the nonattainment designations and health risk in the San Francisco Bay Area Air Basin.
5. Impact NOISE-1: Buildout under the Project is anticipated to result in unacceptable traffic noise with an increase of more than 5.0 dBA Ldn over existing conditions along one roadway segment (1st Avenue west of B Street) within the EIR Study Area.

6. Impact NOISE-4: Buildout under the Project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.
7. Impact WILD-2: Development under the Project would increase population, buildings, and infrastructure in wildfire-prone areas, thereby exacerbating wildfire risks.
8. Impact WILD-5: Potential development under the Project could, in combination with other surrounding and future projects in the State Responsibility Areas, Very High Fire Hazard Severity Zones, or Wildland Urban Interface, result in cumulative impacts associated with the exposure of project occupants to pollutant concentrations from a wildfire or uncontrolled spread of a wildfire due to slope, prevailing winds, or other factors.

The City Council has examined alternatives to the Project that could avoid or reduce its significant and unavoidable effects. The City Council determined that adoption and implementation of the Project is the most desirable, feasible, and appropriate action for the reasons stated below.

Therefore, in accordance with Public Resources Code Section 21081(b) and CEQA Guidelines Section 15093, the City Council makes the following Statement of Overriding Considerations, which reflects its balancing of the Project's benefits against its significant and unavoidable effects and states the specific reasons for its decision to approve the Project. Substantial evidence supports the various benefits and can be found in the preceding CEQA findings, which are incorporated by reference into this Statement, the Final EIR, and the other documents which make up the record of proceedings. Each of the overriding considerations set forth below constitutes a separate and independent ground for finding that the benefits of the Project outweigh its significant adverse environmental effects and is an overriding consideration warranting approval. The City finds that the Project will have the following economic, social, technological, and environmental benefits.

## OVERRIDING CONSIDERATIONS

In reaching its decision to approve the Project, the City Council has carefully considered each significant, unavoidable project impact. Even with mitigation, the City Council recognizes that implementation of some parts of the Project will cause significant and unavoidable adverse environmental effects, as identified in the Final EIR. The City Council specifically finds that, to the extent that the identified significant adverse impacts for the Project have not been reduced to acceptable levels through feasible mitigation or alternatives, there are specific economic, legal, social, technological, or other benefits, including region-wide or statewide environmental benefits, that outweigh the Project's significant unavoidable impacts and support approval of the Project. Any one of these benefits as set forth below is sufficient to justify approval of the Project.

The following statement identifies the reasons why, in the City's judgment, specific benefits of the Project outweigh the significant and unavoidable effects. The City finds that each of the Project benefits discussed below is a separate and independent basis for these findings. The reasons set forth below are based on the Final EIR and other information in the administrative record as a whole.



## ECONOMIC BENEFITS

1. **Implementing the goals and policies to support a sustainable and resilient local economy:** The General Plan contains numerous policies and actions designed and intended to support local shops, businesses, and services to support a sustainable economy. The Project includes a diversity of land uses with an emphasis on balance and prosperity that would support and incentivize property investment and redevelopment and increase property values and revenue to support City services. This investment and redevelopment will also benefit local shops, businesses, services, employees, and residents. Specifically, the policies and actions within GOAL LU-11 of the Land Use Element focus on cultivating a diverse, thriving, inclusive, and green economy.

## SOCIAL BENEFITS

2. **Fostering a strong sense of community and placemaking:** The Project would encourage new businesses that residents need and enjoy, in proximity to where they live and work, while fostering a sense of place within the community where residents can socialize. It would facilitate balanced growth with a mix of housing that is affordable at all levels, further job opportunities, and protect and enhance services for the most vulnerable populations such as seniors and other disadvantaged communities. Goals within General Plan 2040 that specifically support this benefit include LU-4, CD-5, CD-6, PSF-7 and PSF-8.
3. **Preserving and enhancing neighborhoods and access to transit:** The Project would allow and encourage higher-density residential and mixed-use development close to transit and jobs, while maintaining existing development patterns in lower density neighborhoods. Goals within General Plan 2040 that specifically support this benefit include LU-1, C-1, C-3, C-4, C-5 and CD-7.
4. **Promoting quality design and community amenities.** The Project would promote context-sensitive high-quality design, support neighborhood shopping areas, improve neighborhood walkability and reduce traffic congestion, protect homes, schools, and libraries from excessive noise levels, and provide for a comprehensive network of parks and recreational facilities for all to enjoy. Goals within General Plan 2040 that specifically support this benefit include LU-3, C-1, CD-6, CD-8, COS-2, COS-5, N-1 and N-2.
5. **Reducing vehicle miles traveled and associated affects by planning for and developing a citywide multi-modal system:** The Project would support a multimodal transportation system implemented using a complete streets approach that emphasizes safety and access for walking, bicycling, transit, and driving. Goals within General Plan 2040 that specifically support this benefit include C-1, C-2, C-3, C-4 and C-5.
6. **Enhancing investment into equity priority communities:** The Project would direct City investment to public improvements that address health and infrastructure disparities in equity priority communities, including the North Central and North Shoreview neighborhoods. Goals within General Plan 2040 that specifically support this benefit include LU-8, LU-9, C-5, C-8, COS-8, PSF-1, PSF-4, PSF-8, S-1 and N-1.

## TECHNOLOGICAL BENEFITS

7. **Adopting goals focused on sustainability and resilience and including a technical update of the Climate Action Plan:** The Project would guide redevelopment in a manner consistent with up-to-date California Building Code Standards, Energy Efficiency Standards, and Cal Green requirements to reduce citywide greenhouse gas (GHG) emissions and increase the City's ability to adapt and be resilient to the effects from climate change. Goals within General Plan 2040 that specifically support this benefit include LU-10 and S-3.

## ENVIRONMENTAL BENEFITS

8. **Protecting habitats and open space areas:** The Project would protect open spaces and natural habitats, increase the planting and maintenance of street trees, maintain the City's urban forest, invest in natural infrastructure, and expand access to parks and open space. Goals within General Plan 2040 that specifically support this benefit include COS-2, COS-5, and CD-3.
9. **Reducing vehicle miles traveled and associated air quality and greenhouse gas emissions:** The Project would reduce vehicle miles traveled and greenhouse gas (GHG) emissions by making the City's General Plan and Climate Action Plan consistent, encouraging mixed-uses near transit, walkable and bike friendly communities, promoting access to transit, and reducing dependence on single occupancy vehicles. Goals within General Plan 2040 that specifically support this benefit include LU-10, C-1, C-2, C-3, C-4 and C-5.
10. **Preserving historic character and cultural resources:** The Project would provide a comprehensive and balanced approach to historic preservation, starting with an update to the City's Historic Preservation Ordinance and citywide historic context statement, followed by updates to the historic resources inventory to identify appropriate architecturally, culturally, and historically significant buildings, structures, sites, and districts. Goals within General Plan 2040 that specifically support this benefit include CD-4 and CD-5.
11. **Preparing for climate change to be a resilient community:** The Project would prioritize development of a climate change adaptation plan that addresses all ongoing efforts, including the work of regional agencies, local jurisdictions, and private property owners, to establish a comprehensive strategy for resiliency and adaptation against sea level rise and flooding, and other climate change related impacts. The Project would establish clear actions to protect the community from the effects of flooding, wildfires, and earthquakes by reinforcing the City's emergency readiness and response capabilities, increasing power system resilience, maintaining a state-of-the-art emergency notification system, providing community training programs, and planning ahead for disaster recovery. Goals within General Plan 2040 that specifically support this benefit include LU-10, PSF-2, PSF-4, S-1 and S-3.



# Strive San Mateo

## General Plan 2040

March 2024







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# VISION AND VALUES









# VISION AND VALUES

The Strive San Mateo General Plan 2040 Vision and Values expresses the community's aspirations for San Mateo for the next 20 years. Developed through a community visioning process, the Vision describes the future of San Mateo as the community would like it to be in 2040 and sets the tone for the entire document. The Values provide direction for decision making as the General Plan is implemented over time and are meant to remind local leaders and City of San Mateo staff of the community's most important ideals. The Vision and Values informed the development of the General Plan goals, policies, and actions. All policies and actions are intended to support the implementation of the Vision and Values.

## VISION

San Mateo is a vibrant, livable, diverse, and healthy community that respects the quality of its neighborhoods, fosters a flourishing economy, is committed to equity, and is a leader in environmental sustainability.

## VALUES

### Diversity

We embrace diversity and respect the experiences, contributions, and aspirations of people of all ages, abilities, incomes, and backgrounds. We celebrate arts and culture.



### Balance

We seek to balance well-designed development and thoughtful preservation with a full spectrum of choices for housing and effective transportation.



### Inclusivity

We strive to include everyone in community life and decisions for a shared, sustainable future.



### Prosperity

We cultivate a diverse and thriving economy with different types of homes, jobs, recreation, lifelong learning opportunities, and services for both current and future generations.



### Resiliency

We are leaders in sustainability, making San Mateo strong and resilient by acting boldly to adapt to a changing world.



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# CHAPTER 1

## Introduction









# INTRODUCTION

## WHAT IS A GENERAL PLAN?

The Strive San Mateo General Plan 2040 is the City's primary tool to guide physical changes in the city. It lays out the community's vision for how San Mateo will look, feel, and change over the next 20 years. The Strive San Mateo General Plan 2040 covers many important topics, including where housing and businesses get built; how people travel around the city; and how to adapt to a changing climate, protect the natural environment, and provide parks and community services. This General Plan also expresses the City's commitment to environmental justice, community engagement, and sustainability.

Every municipality in California is required by State law to adopt and periodically update a general plan that provides a comprehensive, long-range statement of the jurisdiction's land use policies for the coming decades. It must respond to existing conditions on the ground today and anticipate broad, emerging trends that will shape the San Mateo of tomorrow. State law requires that general plans must address many different topics that affect our daily lives, such as housing, land use, transportation, climate change, natural resources, community health and safety, and public services and amenities.

Together with the City's Zoning Code and other related sections of the Municipal Code, the Strive San Mateo General Plan 2040 will serve as the basis for planning and policy-related decisions made by City staff, the City Council, the Planning Commission, and other City boards and commissions. Strive San Mateo General Plan 2040 is also an important reference document for residents and those seeking to develop property in the city since it relays the City's vision for the future of San Mateo.

## WHO MADE THE GENERAL PLAN?

The process to update the General Plan kicked off in May 2018. At the outset of the project, the City Council appointed a seven-member General Plan Subcommittee (GPS) that was charged with providing feedback and encouraging community participation throughout the Strive San Mateo General Plan 2040 process. The GPS included two City Councilmembers, two Planning Commissioners, and three representatives from other City commissions and the San Mateo-Foster City School District.

Community engagement and feedback was the foundation for each decision point of the Strive San Mateo General Plan 2040 process. Public outreach began in fall 2018 with a series of visioning workshops and community meetings. Over the next five years, the City received input from over 6,000 people or organizations. Outreach activities included:

- Hosting over 25 community meetings, workshops, and open houses virtually and across the city.
- Staffing booths at over 30 different community events, such as September Nights on B Street, Movies in the Park, and the Día de los Muertos event at the Martin Luther King Jr. Community Center.
- Offering seven online surveys and mapping activities to encourage remote participation.
- Making presentations to numerous community organizations, including neighborhood groups, business associations and major property owners, and local nonprofit groups.

- Holding pop-ups at local businesses, churches, parent group meetings, food distribution centers, bus stops, and various community events.
- Holding over 45 public meetings with the City Council, Planning Commission, and General Plan Subcommittee.

In addition, the Strive San Mateo General Plan 2040 website included online activities and shared information about upcoming meetings and draft documents throughout the process. The online activities allowed community members to provide input without having to attend events in person, which was especially important during the COVID-19 pandemic that limited public gatherings for much of 2020 and into 2021.

Throughout the Strive San Mateo General Plan 2040 process, the City Council emphasized inclusive outreach to ensure engagement from non-English speakers, renters, residents under the age of 44, low-income households, and underrepresented areas, including the North Shoreview, Shoreview, and North Central neighborhoods, and areas east of US Highway 101. City staff held pop-up events and workshops in the underrepresented neighborhoods and saw an increase in participation from these targeted groups over the course of the process.

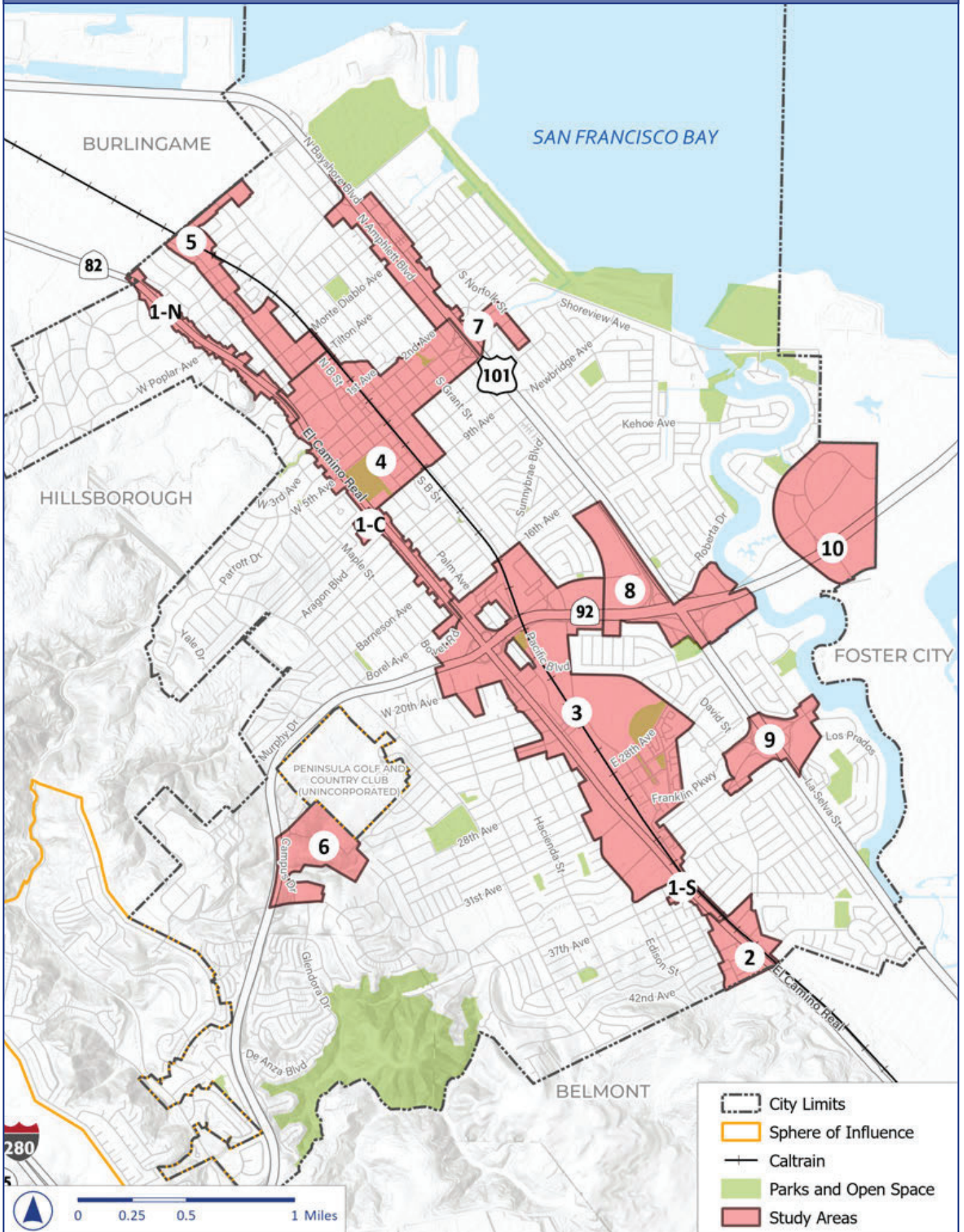
Establishing the community's vision and values for San Mateo in 2040 was a first major step of the Strive San Mateo General Plan 2040 preparation process. Between September 2018 and April 2019, hundreds of San Mateo residents provided input on the vision and values for 2040. The City Council finalized the vision statement included as a preamble to this General Plan. The final vision and values statement will guide the implementation of this General Plan over the next 20 years.

Following the visioning phase, the City held community workshops, meetings, and online activities, to identify areas of the city that have the greatest potential to support growth and change over the next 20 years. Ten areas were identified as part of this process, as shown in Figure I-1, and they included the El Camino Real corridor, areas around the three Caltrain stations, and aging and underutilized shopping centers that have potential to transition to other uses. Although the 10 areas reflect the locations where the City anticipates most growth to occur, the Strive San Mateo General Plan 2040 will allow for continued growth outside of these areas based on existing densities, regulations, and State law. The City published an Alternatives Evaluation that analyzed land use and transportation alternatives for these 10 areas in January 2022. After receiving input from the community, General Plan Subcommittee, and Planning Commission, the City Council selected the preferred land use and transportation scenarios in spring 2022.





Figure I-1 Strive San Mateo General Plan 2040 Study Areas



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

After the alternatives process, the City prepared draft goals, policies, and actions for each Strive San Mateo General Plan 2040 Element. The goals and policies are based on a combination of guidance from the existing General Plan, input from community members and decision makers throughout the process, State and local laws, and best practices



in the planning profession. The community, General Plan Subcommittee, Planning Commission, and City Council reviewed the draft policies and actions in a series of public meetings in summer and fall 2022. In addition, the community provided input on the draft policies and actions through an online survey that was active for over two months.

The Strive San Mateo General Plan 2040 team incorporated City Council direction into the draft goals, policies, and actions, and prepared the Draft Strive San Mateo General Plan 2040 for community, General Plan Subcommittee, Planning Commission, and City Council review.

## FOUNDATION OF GENERAL PLAN 2040

The previous iteration of San Mateo's General Plan, General Plan 2030, formed the basis of Strive San Mateo General Plan 2040. General Plan 2040 includes all of the same topics as General Plan 2030, but reorganizes the elements to improve usability, legibility, and implementation. General Plan 2030 focused on what it called "eight major proposals:" increasing housing opportunities while preserving single-family neighborhoods, strengthening downtown, concentrating new development near transit, improving community design, preserving historic resources, improving traffic congestion, increasing parks and recreational opportunities, and establishing San Mateo as a sustainable city. All of these major proposals are carried forward in General Plan 2040 with policy and action updates to recognize new ideas and solutions. General Plan 2040 also carries forward the height limits established in General Plan 2030 for most of the city, including existing low density neighborhoods, with some exceptions within the 10 Study Areas. Maintaining a connection to the City's past while planning for the future is central to General Plan 2040, with the Plan's Big Ideas embodying this concept.

In that spirit, this General Plan introduces new policy guidance to respond to issues that have emerged since the last General Plan update, such as planning for an equitable community, shifting the transportation focus from an auto-oriented circulation system to one that supports all travel modes, planning for sea level rise, and broadening the way the City approaches community outreach.



## THE BIG IDEAS IN GENERAL PLAN 2040

The Strive San Mateo General Plan 2040 includes ten Big Ideas that will guide the next 20 years of San Mateo. These Big Ideas are a mix of enduring principles that have guided decision-making in San Mateo for many years and support the City's history and fabric while introducing new concepts and topics that reflect present-day concerns and challenges.



### **Balance Growth and Change.**

Strive San Mateo General Plan 2040 sets the stage for higher density residential and mixed-use development close to transit and jobs while maintaining existing development patterns in lower density neighborhoods. Allowing a range of housing densities encourages a broad variety of housing types and sizes that fit many different needs, and building new homes near Caltrain and high frequency bus routes helps reduce vehicle miles traveled and greenhouse gas (GHG) emissions.



### **Enhance San Mateo's Neighborhood Fabric and Quality of Life.**

Strive San Mateo General Plan 2040 promotes context-sensitive low density residential design, supports neighborhood shopping areas, improves neighborhood walkability and traffic congestion, protects homes, schools, and libraries from excessive noise levels, and provides for a comprehensive network of parks and recreational facilities for all to enjoy.



### **Preserve Nature as the Foundation of the City.**

Strive San Mateo General Plan 2040 honors San Mateo's natural setting as an irreplaceable asset that is the physical foundation of the community by protecting open space and natural habitat, planting trees, maintaining the City's urban forest, investing in natural infrastructure, preserving natural views and expanding access to parks and open space.



### **Encourage All Ways to Travel Around the City.**

Strive San Mateo General Plan 2040 supports a multimodal transportation system implemented using a complete streets approach that emphasizes safety and access for walking, bicycling, transit, and driving. By prioritizing mobility options and connectivity for all modes, the General Plan works toward reducing congestion on local streets, vehicle miles traveled and greenhouse gas GHG emissions.



### **Support the Local Economy.**

Strive San Mateo General Plan 2040 focuses on ways to keep jobs and dollars in San Mateo by supporting local shops, businesses, and services. It encourages new businesses that residents need and enjoy, such as restaurants, child care facilities, medical clinics, gyms, pharmacies, and grocery stores, in convenient locations throughout the community.



### **Address Historic Preservation Holistically.**

Strive San Mateo General Plan 2040 provides a comprehensive blueprint for historic preservation, starting with a citywide historic context statement and Historic Preservation Ordinance update, followed by updates to the historic resources inventory to identify architecturally, culturally, and historically significant buildings, structures, sites, and districts. These efforts will be based on community input and best practices from State and federal agencies, to find the right balance between preservation and other important priorities such as providing new homes.



### **Initiate a Comprehensive Sea Level Rise Strategy.**

Strive San Mateo General Plan 2040 prioritizes development of a climate change adaptation plan that addresses all ongoing efforts, including the work of regional agencies, local jurisdictions, and private property owners, to establish a comprehensive strategy for resiliency and adaptation against sea level rise and flooding.



### **Strengthen Community Outreach.**

Strive San Mateo General Plan 2040 prioritizes extensive community engagement and affirms culturally sensitive outreach methods that encourage early communication and broad representation, such as offering information and materials in the predominant language spoken in the community and scheduling meetings at convenient times and locations for community members.



### **Focus on Equity and Health for all Residents.**

Strive San Mateo General Plan 2040 directs City investment to public improvements that address health and infrastructure disparities in equity priority communities, including the North Central and North Shoreview neighborhoods. City investments will also support active and healthy lifestyles, reducing health disparities around the city, improving access to fresh and health foods, making parks and open space equitably accessible for all residents, and making streets safer and more beautiful.



### **Improve Community Safety Planning and Awareness.**

Strive San Mateo General Plan 2040 establishes clear actions to protect the community from emergencies and extreme weather events such as flooding, wildfires, earthquakes, and pandemics, by reinforcing the City's emergency readiness and response capabilities, increasing power system resilience, maintaining a state-of-the-art emergency notification system, providing community training programs, and planning ahead for disaster recovery.



## SAN MATEO'S PLANNING CONTEXT

### Setting

San Mateo is in the center of the Peninsula, between the bay and foothills, as shown on Figure I-2. It has the largest population in San Mateo County. San Mateo's vibrant and historic downtown, desirable neighborhoods, diversity of employment options, and high-quality public services make it a popular place to live and work. The city's three Caltrain stations, extensive bicycle and pedestrian network, SamTrans bus service, and well-maintained local roadways make it easy to travel to destinations in the city, along the Peninsula, and beyond.

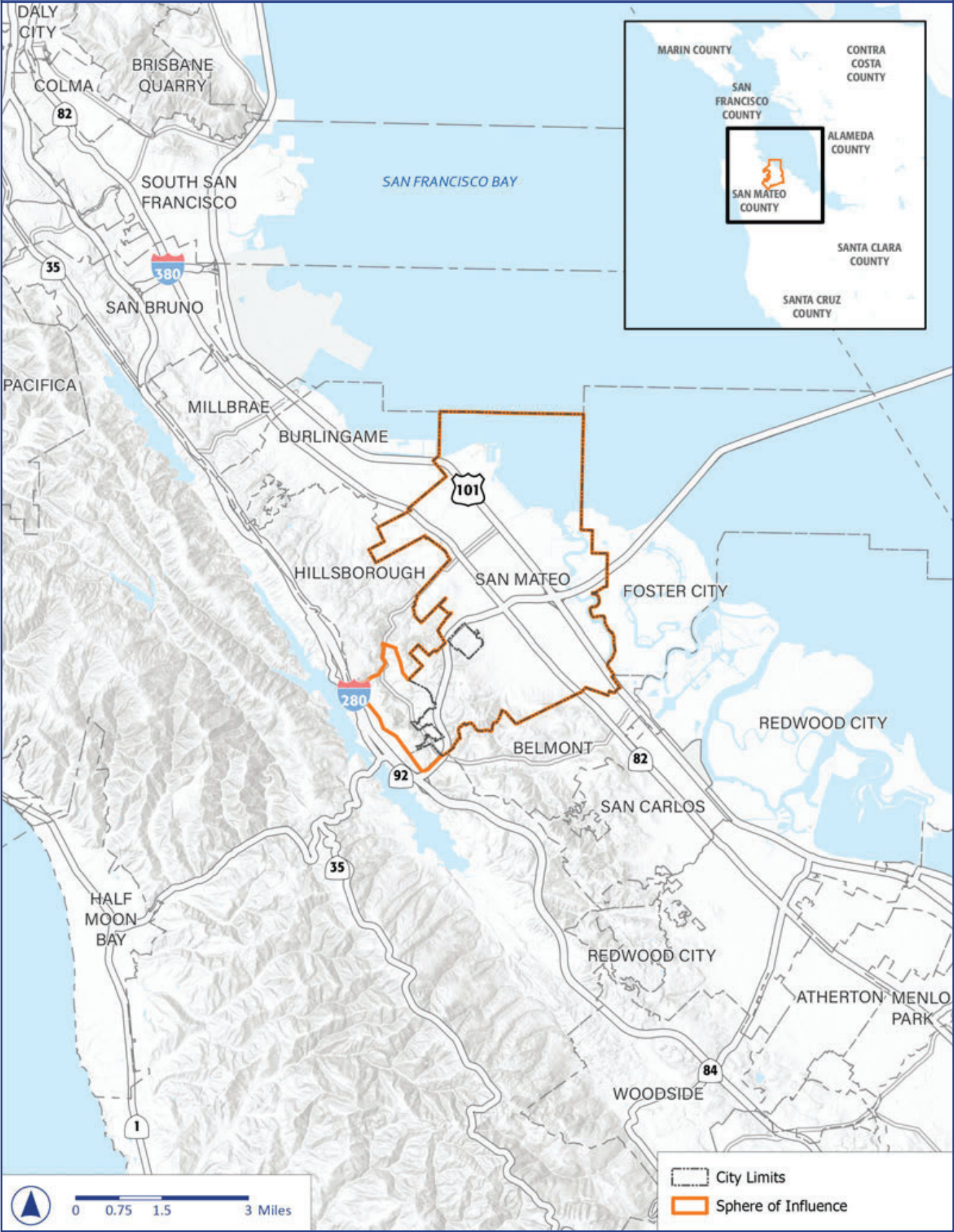
As shown on Figure I-3, residential uses account for the largest amount of land in the city. San Mateo also has a wide range of uses, including offices; commercial uses, such as shops and restaurants; and high-tech and light-industrial areas. Parks, open space, and private recreation make up most of the remaining land in the city, along with public facilities and quasi-public uses. There is only a small amount of vacant land in the city. Major new development in San Mateo is primarily concentrated around the three Caltrain stations (in the Downtown, Hayward Park, and Hillsdale areas) and along El Camino Real. Given San Mateo's central location on the Peninsula, the city functions as a crossroads for regional travel routes. The San Mateo-Hayward Bridge links San Mateo and other Peninsula communities to the East Bay. US Highway 101, State Route 92, and El Camino Real all pass through San Mateo, and Interstate 280 passes just west of the City Limits. Traffic congestion from these regional roadways regularly spills over to local city streets.

### Community Profile

At the time of the creation of the Strive San Mateo General Plan 2040, the population in San Mateo was about 100,984 people from a diverse range of racial and ethnic backgrounds, as shown in Table I-1. The working-age population cohort, those aged 20 to 64, represented the largest population segment in the city. About half of San Mateo residents aged 25 years or older hold at least a bachelor's degree, as compared to about a third of California residents. The relatively high level of educational achievement among city residents meant that many were qualified for technology and innovation economy job opportunities. As a result of their high educational attainment and employability in high-income, high-growth fields, many residents' average earnings were also relatively high compared with the region and state medians.



Figure I-2 Regional Context

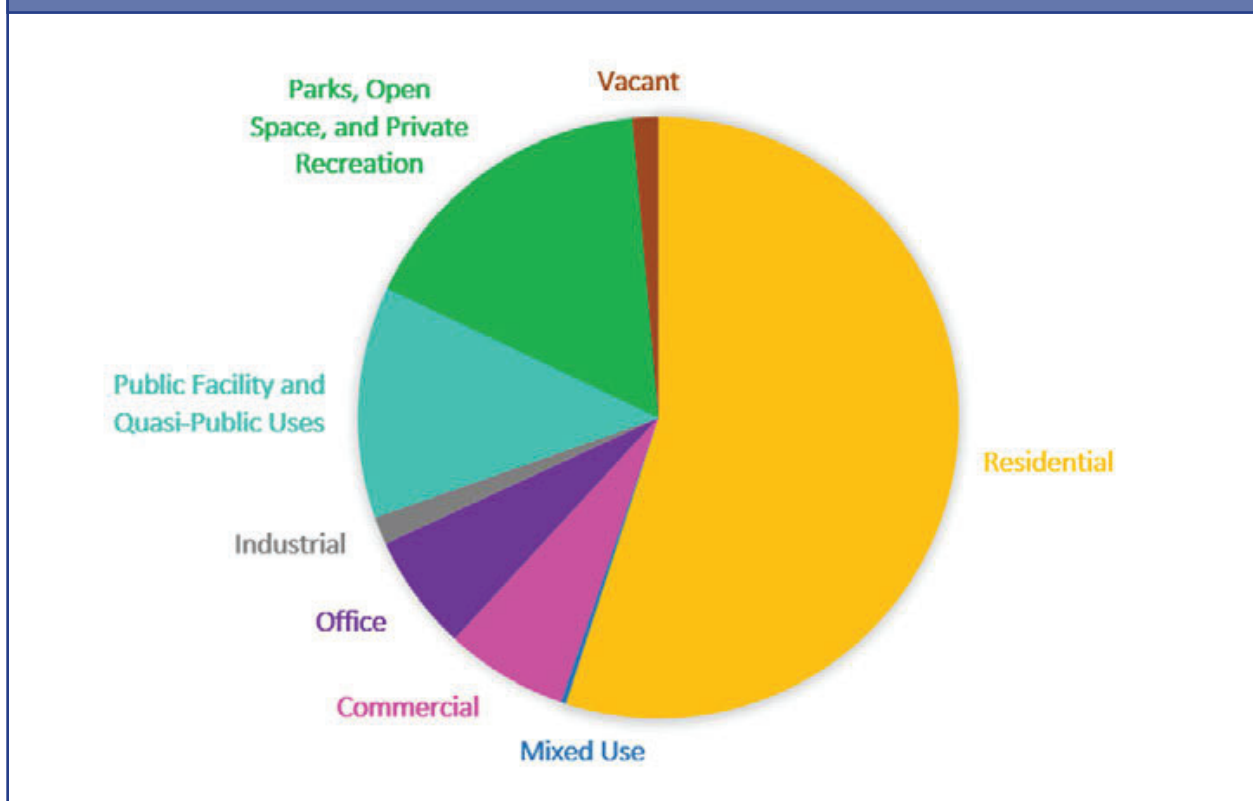


Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



However, there are also many members of the San Mateo community who aren't reflected in these average statistics. Vulnerable populations in San Mateo include children, seniors living alone, families living in overcrowded households, unhoused people, low-income households and households in poverty, people with disabilities, non-English speakers, and people without a car. Strive San Mateo General Plan 2040 includes policies and actions aimed at improving the quality of life for all of the people that live in San Mateo, including vulnerable populations.

**Figure I-3 Proportions of Existing Land Use in San Mateo**





**Table I-1 Race and Hispanic Origin (2022)**

<b>White alone</b>	<b>44.3%</b>
<b>Black or African American alone <sup>a</sup></b>	<b>1.9%</b>
<b>American Indian and Alaska Native alone <sup>a</sup></b>	<b>1.0%</b>
<b>Asian alone <sup>a</sup></b>	<b>27.0%</b>
<b>Native Hawaiian and Other Pacific Islander alone <sup>a</sup></b>	<b>1.4%</b>
<b>Two or More Races</b>	<b>11.6%</b>
<b>Hispanic or Latino <sup>b</sup></b>	<b>24.7%</b>
<b>White alone, not Hispanic or Latino</b>	<b>38.8%</b>

<sup>a</sup> Includes persons reporting only one race

<sup>b</sup> People of Hispanic or Latino origin may be of any race, so also are included in applicable race categories

Source: US Census Bureau, 2022 American Community Survey (ACS), 5-year estimates. <https://www.census.gov/quickfacts/sanmateocitycalifornia>

## ECONOMIC PROFILE

San Mateo's economy has been strongly influenced by the strength of Silicon Valley technology companies and the city's prime geographic location. Many of the major employers in San Mateo are public agencies, such as the County Medical Center, County Environmental Health Services, local public schools and college districts, County Behavioral Health, and the City of San Mateo. The largest employers in the private sector include the entertainment and electronics conglomerate Sony, Franklin Templeton Investors, and the internet services company Rakuten.

San Mateo will continue to be attractive to office and other commercial development because of its unique location between the technology industry in San Mateo and Santa Clara Counties and downtown San Francisco, proximity to San Francisco Airport, accessibility to the East Bay via the San Mateo-Hayward Bridge, and the capacity of Caltrain and regional freeways to accommodate additional growth.

Jobs-housing balance is a measure that can help inform how well the local economy provides jobs for the local labor force. An adequate balance of jobs and housing can benefit the city's economy, environment, and quality of life for residents. Although this topic is often described as "jobs-housing" balance, comparing the number of jobs to the number of residents is a more direct comparison of individuals, rather than comparing people to homes. While the City cannot control whether jobs within San Mateo are filled by residents, striving for a balanced jobs-to-employed residents ratio increases the opportunity for employed residents to find a job in San Mateo. When the number of employed residents is significantly higher or lower than the number of jobs in the city, it can lead to increased traffic congestion as workers commute either in or out, which in turn creates increased air pollution, noise, and GHG emissions.



Theoretically, an ideal jobs-to-employed residents ratio for a city like San Mateo would be 1.0, which would indicate that there is a job in the community for every employed resident. It should be noted that the ratio of jobs to employed residents indicates a numerical match, not a qualitative match in job type vs. resident skills and abilities. Even with an ideal jobs-to-employed residents ratio of 1.0, many residents will continue to commute outside of San Mateo while workers that do not reside in San Mateo will continue to commute in. Nevertheless, the Strive San Mateo General Plan 2040 is an opportunity for the City to enact policies that help to balance the amount and type of new jobs and new housing in the community and to maintain a balance between employment income levels and housing costs within the city, striving for a goal of one job for each employed resident.





## FUTURE GROWTH AND PROJECTED TRENDS

The City of San Mateo can reasonably assume the city will continue to grow, and that there will be a need to designate land for a range of uses to accommodate that growth. Strive San Mateo General Plan 2040 sets the foundation for future growth that is logical, orderly, and achieves the community’s vision of San Mateo as a place that is vibrant, livable, diverse, and healthy.

Although San Mateo is largely “built out,” California law requires cities to plan for housing to accommodate a range of households and income levels. The Association of Bay Area Governments (ABAG) – the regional planning agency for the Bay Area – assigns a State-mandated Regional Housing Needs Allocation (RHNA) to each jurisdiction. The RHNA is the number of new housing units the City needs to accommodate for every eight-year Housing Element cycle. Every jurisdiction, including San Mateo, must show how it can accommodate its RHNA in the Housing Element by designating and zoning land for new homes. Although the RHNA is not a direct requirement to build units, the State has stringent requirements on cities to ensure they are doing everything possible for housing to be built and to remove common barriers to housing construction. The legal consequences of not allowing for new housing development can be severe. Strive San Mateo General Plan 2040 will cover three Housing Element cycles: the 6th (January 2023 to January 2031), 7th (January 2031 to January 2039), and part of the 8th (January 2039 to January 2047). Although the scale of future RHNA is unknown, the Strive San Mateo General Plan 2040 Land Use Map was designed to anticipate sufficient housing capacity for the Housing Element cycles between now and 2040.

Strive San Mateo General Plan 2040 was prepared as the City, nation, and world continued to address the COVID-19 pandemic, an unprecedented public health crisis. Research for this General Plan was completed as the Bay Area, generally, appeared to be emerging from the worst of it. The COVID-19 pandemic accelerated trends relating to the demand for office and commercial uses (e.g., gig economy, remote work, online shopping). During this time, some companies shifted towards open floor plans, shared workstations, and flexible work hours/locations. While the economic implications and future trends resulting from the pandemic may still not be fully known, it is anticipated that the demand for technology and innovation economy jobs will continue to grow through the year 2040 in San Mateo and the broader Peninsula region.

In the coming years, it is also anticipated that the sharing and electrification of vehicles will continue to increase. How people travel could also continue to change as mobile phone technologies and private transportation services expand, which may result in less need for parking in San Mateo. The COVID-19 pandemic that began in 2020 initiated a significant trend of remote work for office workers and corresponding changes in commutes and office space demand; however, there will continue to be a need for office space as employers and workers see value in face-to-face work. In addition, other types of work, such as medical treatment or research and development in a lab environment, cannot feasibly happen from home. Many people will want to live in areas that are close to their jobs and have multiple transportation options. Strive San Mateo General Plan 2040 was prepared with consideration of these projected trends.

## USER'S GUIDE

Strive San Mateo General Plan 2040 is for all members of the community and anyone interested in the future of the city. It was crafted with a constant eye toward keeping it useful, clear, and easy to understand. The following section provides an overview of the elements; describes the planning context for San Mateo; explains what a goal, policy, and action is in the context of the General Plan; and defines major themes integrated throughout the General Plan.

### Overview of the Elements

State law requires that general plans contain eight mandatory sections, or “elements.” The State provides considerable flexibility in how these elements are organized. Table I-2 shows the State-mandated elements and their counterparts in the Strive San Mateo General Plan 2040. This General Plan addresses all the topics required by State law but has tailored the organization to reflect the local context. It also includes other topics that are not required by State law, but that community members have identified as being fundamental to the quality of life in the city. Once adopted, the optional elements have the same legal status as the mandatory elements. No single element or subject supersedes any other, and all elements must be internally consistent; policies and actions must complement one another across topic areas without conflicting.

**Table I-2 State-Mandated and Strive San Mateo General Plan 2040 Elements**

State-Mandated Element	Strive San Mateo General Plan 2040 Element
Land Use	Land Use Element
Circulation	Circulation Element
Housing	Housing Element (adopted separately)
Open Space	Conservation, Open Space and Recreation Element
Conservation	
Safety	Safety Element
Noise	Noise Element
Environmental Justice	Land Use Element Also incorporated in other elements
<b>Optional Elements</b>	
	Public Services and Facilities Element Community Design and Historic Resources Element Sustainability (incorporated into all of the elements) Community Engagement (incorporated into all of the elements)

A brief description of each General Plan element is provided below:

- The **Land Use Element** provides guidance for the future use and development of land, and also addresses environmental justice issues, community engagement, climate change and sustainability, regional cooperation, economic development, and development review.
- The **Circulation Element** provides guidance to help design a sustainable and comprehensive transportation system that is safe and accessible for all users and modes of travel.
- The **Housing Element** provides policies and programs to ensure that San Mateo can accommodate housing for all members of the community at all income levels.
- The **Community Design and Historic Resources Element** guides the development and physical form of San Mateo from the individual neighborhood scale to the overall cityscape and includes actions to support preservation of the City's historic resources.
- The **Conservation, Open Space and Recreation Element** provides guidance for the development, management, and preservation of San Mateo's natural, cultural, and recreational resources.
- The **Public Services and Facilities Element** addresses public facility and infrastructure needs, such as community safety, water supply, sewer and storm drainage, energy supply, childcare and schools, healthcare and social services, and solid waste.
- The **Safety Element** provides guidance to help protect the community and mitigate potential impacts from natural and human-caused hazards, such as flooding, sea level rise, wildfires, seismic and geotechnical hazards, and hazardous materials. This element also covers emergency preparedness.
- The **Noise Element** provides guidance to protect the community from excessive noise exposure.

The General Plan includes a **Glossary** to aid in understanding technical terminology used in the document.

## Planning Boundaries

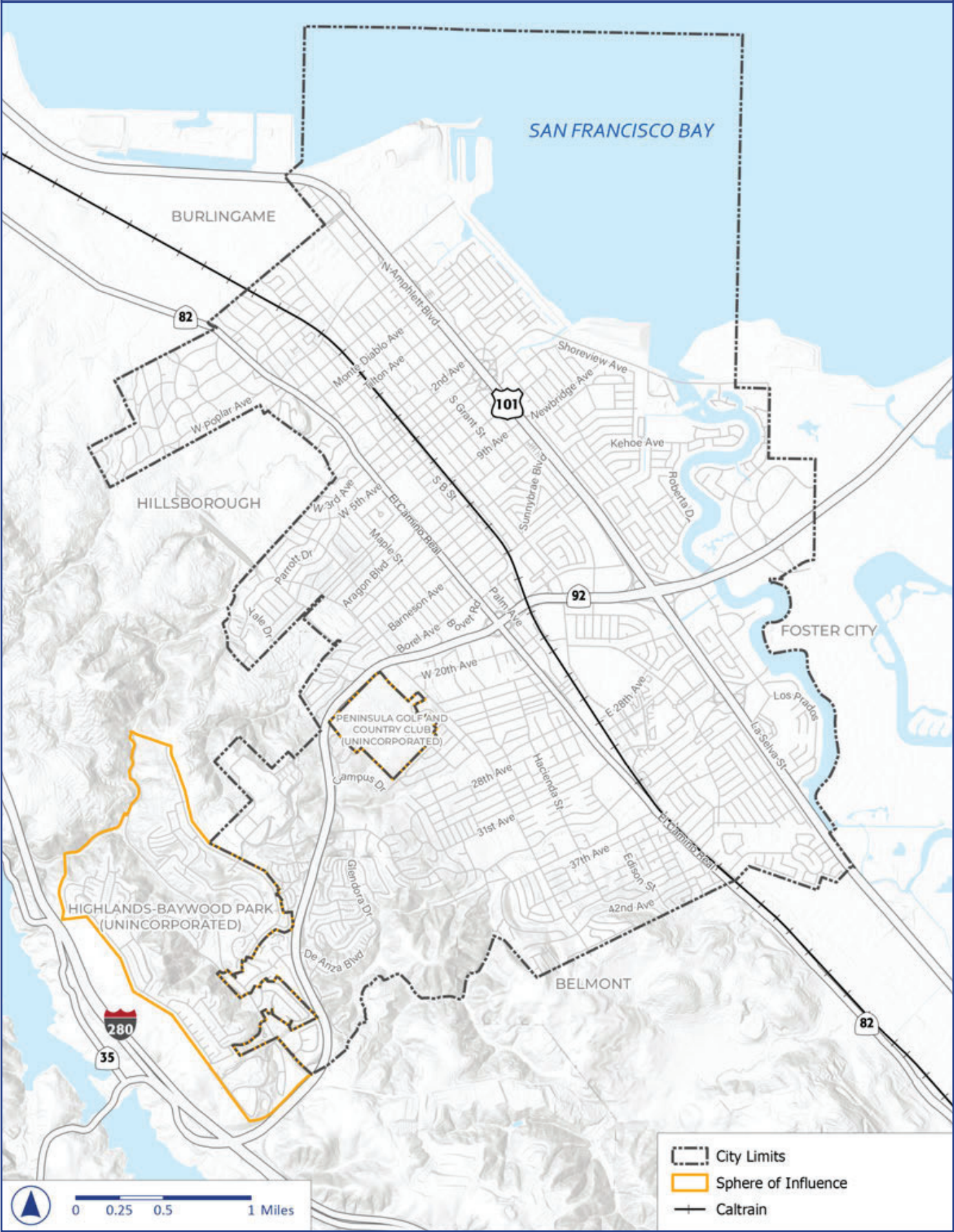
The Strive San Mateo General Plan 2040 considers land within the City Limits as well as surrounding land the City may annex in the future, known as the Sphere of Influence (SOI). Determined in conjunction with the San Mateo County Local Agency Formation Commission (LAFCO), the SOI is the area that could be provided with City services in the future and can therefore be considered as a potential future boundary of San Mateo. The City Limits boundary encompasses the land over which the City of San Mateo has jurisdictional authority. Together, the City Limits and the SOI shown in Figure I-4 comprise the Planning Area for San Mateo.

## Goals, Policies, and Actions

Strive San Mateo General Plan 2040 is built around a series of goals, policies, and actions that describe what needs to be done to achieve the community's vision for the future. Goals are end-statements; they describe what the community wants to accomplish to resolve a particular issue or problem. Policies and actions guide day-to-day decision making so that there will be continuing progress toward the attainment of goals. Many goals will be implemented by both policies and actions.



Figure I-4 San Mateo Planning Area



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.

### **The State Law Defines Environmental Justice as:**

*The fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.*  
(Government Code Section 65040.12(e)(1)).



The goal, policy, and action terms are defined as follows.

- **Goal:** A description of the general desired result that the City seeks to create through the implementation of the General Plan. Each goal has one or more policies and/or actions associated with the goal.
- **Policy:** A specific statement that regulates activities in the city, guides decision making, and directs ongoing efforts as the City works to achieve a goal. General Plan policies establish standards that will be used by City staff, Planning Commission, and City Council when prioritizing initiatives and expenditures, reviewing and approving new development, and in related City decision making.
- **Action:** A measure, procedure, or technique intended to help reach a specified goal or implement one or more policies. The actions in the General Plan will serve as a to-do list for City staff and officials to implement the goals and policies of the General Plan.

The placement of a goal, policy, or action in a specific element does not limit its scope to only that element topic. For example, a policy in the Circulation Element can apply to topics beyond the realm of transportation. Similarly, there is not a one-to-one correspondence between policies and actions. An individual action can implement more than one policy and can contribute to achieving multiple goals across different elements.

The graphic later in this chapter explains the goals, policies, and actions numbering in the General Plan.

## **Equity Priority Communities**

Throughout California, low-income communities and communities of color have experienced a combination of historic discrimination, negligence, and political and economic disempowerment, with the result that today, they are struggling with both a disproportionate burden of pollution and health impacts, as well as disproportionate social and economic disadvantages, such as poverty or housing instability. Environmental justice is the idea that planning and environmental policies should treat people of all races, cultures, and incomes fairly and equitably. Senate Bill (SB) 1000, the Planning for Healthy Communities Act, requires that General Plans address environmental justice for communities disproportionately burdened by pollution within San Mateo.

## **Identifying Equity Priority Communities**

Figure I-5 shows the communities in San Mateo that are disproportionately burdened by environmental pollution: North Central and North Shoreview/Shoreview. These areas are called “Equity Priority Communities” throughout this General Plan. This area was mapped using local knowledge and California Communities Environmental Health Screening Tool (CalEnviroScreen), a

## Sustainability, Environmental Justice, and Community Engagement

Strive San Mateo General Plan 2040 goes beyond the minimum State requirements and embodies three key themes: sustainability, environmental justice, and community engagement. These themes are important community priorities that were considered as potential stand-alone elements. However, these topics are interrelated to and support achievement of the goals and policies in all of the General Plan's other elements. To reflect this relationship while highlighting the importance of addressing them, these three themes have been woven throughout Strive San Mateo General Plan 2040. Policies and actions in each element that relate to each of these themes are marked with a corresponding icon, as shown below.

**The specific themes of Strive San Mateo General Plan 2040 include:**



**Sustainability.** Sustainability means ensuring that San Mateo can meet its current needs and leave viable resources for future generations. The sustainability policies and actions aim to improve resiliency, especially to the impacts of climate change, and to protect the environment, reduce pollution, water and energy use, and enhance overall quality of life. Strive San Mateo General Plan 2040 also emphasizes sustainable modes of transportation to help lower pollution and GHG emissions, such as walking, bicycling, and taking transit.



**Environmental Justice.** Environmental justice policies and actions intend to reduce the unique or compounded health risks in the neighborhoods in the city that experience the highest levels of pollution and negative health outcomes, such as asthma and low birth weight babies, as well as the greatest social and economic disadvantages, such as poverty and housing instability. Strive San Mateo General Plan 2040 uses the term equity priority community for these neighborhoods and focuses on improving environmental justice and public health for the people who live in these communities by promoting meaningful community engagement and prioritizing improvements that address their needs.



**Community Engagement.** Providing support for increased community participation in the planning and development processes is another important theme of Strive San Mateo General Plan 2040. Residents in San Mateo may face barriers when participating in the community engagement process. Strive San Mateo General Plan 2040 aims to engage all residents and stakeholders on all matters of development, growth, and public policy in ways that are inclusive, equitable, and give everyone an opportunity to participate in the process.

tool developed by the State Office of Environmental Health Hazard Assessment on behalf of the California Environmental Protection Agency. CalEnviroScreen measures pollution and population characteristics using 21 indicators, such as air quality, hazardous waste sites, asthma rates, and poverty. It applies a formula to each Census tract in the state to generate a score that ranks the level of cumulative impacts in each area relative to the rest of the Census tracts in the state. A Census tract with a higher score is one that experiences higher pollution burdens and social or health vulnerabilities than Census tracts with lower scores. In addition to using CalEnviroScreen as a tool for identifying equity priority communities, SB 1000 encourages local agencies to work with community members and stakeholders to consider the available data from other sources, including the lived experience of community members, to refine the boundaries of equity priority communities and identify additional communities, if appropriate, to support planning efforts to improve environmental justice.

Using local knowledge and CalEnviroScreen, the City identified two equity priority communities per the data available as of December 2022: North Central and North Shoreview/Shoreview. Environmental justice issues in each community are described in more detail in the pages that follow. It is important to note that the State regularly updates CalEnviroScreen, and new data sources may become available. The equity priority communities mapped in this General Plan may change as conditions change.



## Example Goals and Policies Page



**Goal Numbering:** Each goal number starts with the element acronym and is followed by the number of the goal. (e.g., C 1 = Circulation Element, first goal)

**Policy and Action Numbering:** The policy or action number has two parts: first, the number of the goal it supports, and second, the sequential number of the policy or action in the order underneath that goal. (e.g., C 1.4 = Circulation Element, first goal, fourth policy or action)

**Icons:** Policies and actions related to the three themes of the General Plan – sustainability, environmental justice, and community engagement – are identified using these icons. A policy or action can respond to more than one theme, so multiple icons may be applied.

Chapter 9

Noise Element

GOALS, POLICIES, AND ACTIONS

GOAL N-1 Protect noise-sensitive land uses from excessive noise levels.


POLICIES

Policy N 1.1 Noise and Land Use Planning. Integrate noise considerations into land use planning decisions to minimize noise impacts to or from new development.

Policy N 1.2 Interior Noise Level Standard. Require submittal of an acoustical analysis and interior noise insulation for all noise-sensitive land uses listed in Table N-1 that have an exterior noise level of 60 dBA (L<sub>eq</sub>) or above, as shown on Figure N-2. The maximum interior noise level shall not exceed 45 dBA (L<sub>eq</sub>) in any habitable rooms, as established by the California Building Code.

Policy N 1.3 Exterior Noise Level Standard for Residential Uses. Require an acoustical analysis for new multifamily common open space for residents that have an exterior noise level of 60 dBA (L<sub>eq</sub>) or above, as shown on Figure N-2. Incorporate necessary mitigation measures into residential project design to minimize common open space noise levels. Maximum exterior noise should not exceed 65 dBA (L<sub>eq</sub>) for residential uses.

Policy N 1.4 Exterior Noise Level Standard for Parks and Playgrounds. Require a feasibility analysis of noise-reduction measures for public parks and play areas that have an exterior noise level of 70 dBA (L<sub>eq</sub>) or above.



Policy N 1.5 Inclusive Outreach. Notify the community when new land uses that would result in excessive noise levels are being considered and inform community members about how they can engage in the process. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

Strive San Mateo • General Plan 2040

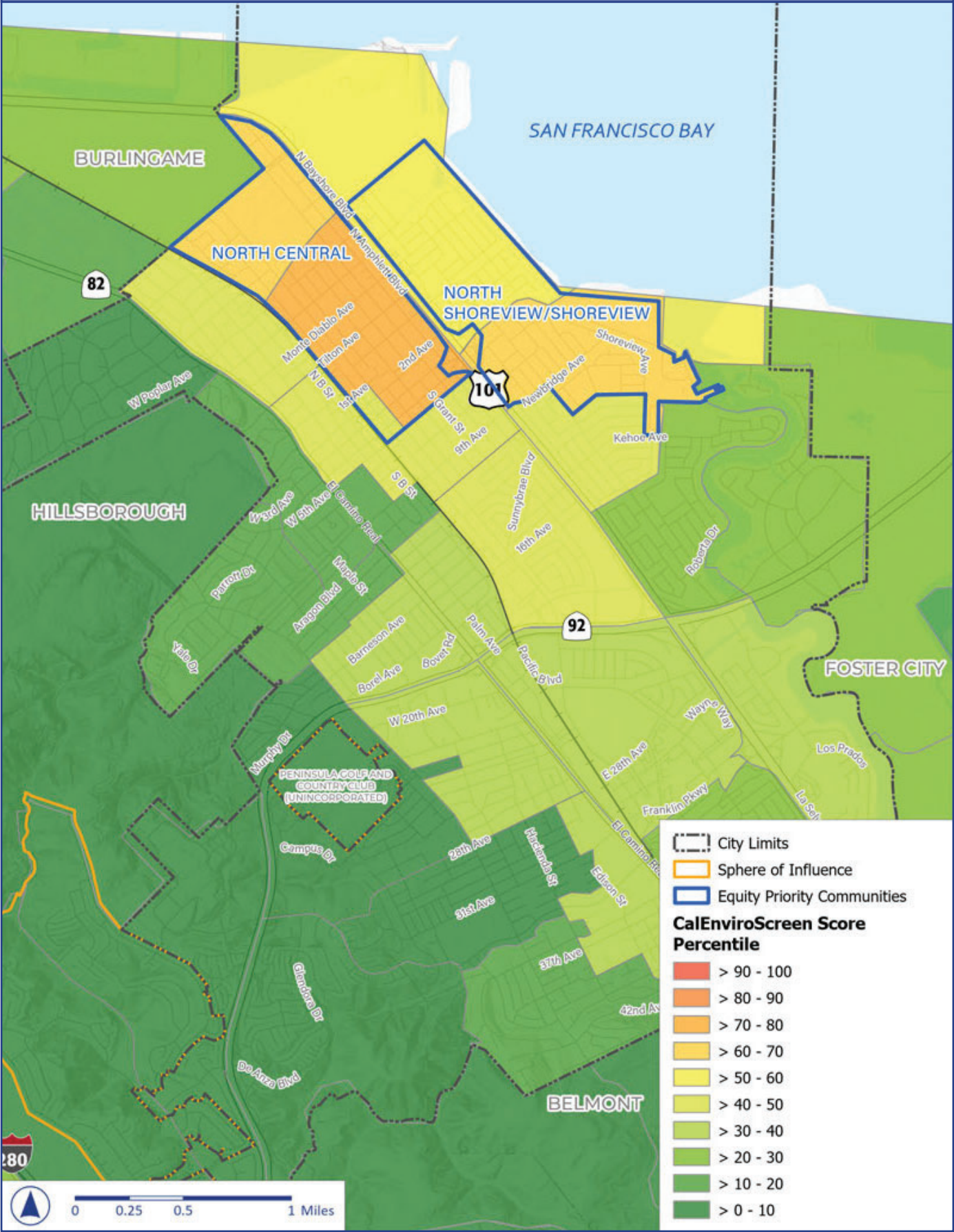
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### North Central and North Shoreview/Shoreview

There are three Census tracts that encompass the North Central Equity Priority Community: 6081606000, 6081606200, and 6081606300. After reviewing the CalEnviroScreen data, the City defined the boundary for the North Central Equity Priority Community based on local knowledge of the neighborhood to focus on the residential areas within the Census tract. Two Census tracts encompass the North Shoreview/Shoreview Equity Priority Community: 6081606100 and 6081607701. After reviewing the CalEnviroScreen data, the City also refined the boundary for the North Shoreview/Shoreview Equity Priority Community based on their local knowledge of the neighborhood. Figure I-6 shows the CalEnviroScreen score by Census tract within the North Central Equity Priority Community for the 21 pollution and population indicators. As shown in Figure I-6, Census tract 6081606200, which encompasses most of North Central, received a score over the 75th percentile for traffic, diesel particulate matter, impaired water, groundwater threats, hazardous waste, lead in housing, linguistic isolation, education, and poverty. Census tract 6081606000, in the northern area of the boundary, received a score over the 75th percentile for traffic, diesel particulate matter, impaired water, groundwater threats, and linguistic isolation. Census tract 6081606300, which covers a small portion of North Central, received a score over the 75th percentile for traffic, diesel particulate matter, impaired water, groundwater threats, and hazardous waste.



Figure I-5 Equity Priority Communities



Source: California OEHHA, 2021; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



Figure I-7 shows the CalEnviroScreen score by Census tract within the North Shoreview/Shoreview equity priority community for the 21 pollution and population indicators. As shown in Figure I-7, Census tract 6081606100, which encompasses a large area of North Shoreview/Shoreview, received a score over the 75th percentile for education, asthma, impaired water bodies, groundwater threats, traffic, and toxic releases. Census tract 6081607701, in the southern area of North Shoreview/Shoreview, received a score over the 75th percentile for education, asthma, groundwater threats, particulate matter 2.5.

North Central and North Shoreview/Shoreview received a high score for traffic. Both communities are near US Highway 101, one of the roadways that carries the highest amounts of traffic in San Mateo. North Central is also near El Camino Real, which is another roadway that carries a high amount of traffic. The amount of traffic and vehicles on the road directly impacts the amount of pollution in the air. Exposure to air pollution is associated with a variety of negative health outcomes, including reduced lung function, pneumonia, asthma, cardiovascular diseases, and premature death. It may also affect lung cancer rates. North Central also received a high score for diesel particulate matter, which is a harmful type of pollutant that comes from exhaust from trucks, buses, and other motorized vehicles that use diesel engines and may travel on US Highway 101 or city streets.

Impaired waters are also a concern in North Central and in part of North Shoreview/Shoreview. A 2012 report from the State Water Resources Control Board found that the San Mateo Creek, which runs through North Central and North Shoreview/Shoreview, is an impaired water, as defined by Section 303(d) of the federal Clean Water Act. Impaired waters have contaminants that do not meet water quality standards. Contaminated waterways can impact equity priority communities if residents come in contact with contaminated water by interacting with the creek or during a flooding event.

Residents in North Central and North Shoreview/Shoreview may live in older homes that were built prior to the adoption of building standards that prohibited the use of lead-based paint. Lead in housing ranked high as a toxin of concern in part of North Central and in North Shoreview/Shoreview. The California Building Standards Code was created in 1978. Approximately 73 percent of the homes in San Mateo were built before 1979, which increases the chances that lead can be found in these houses. Exposure to lead can

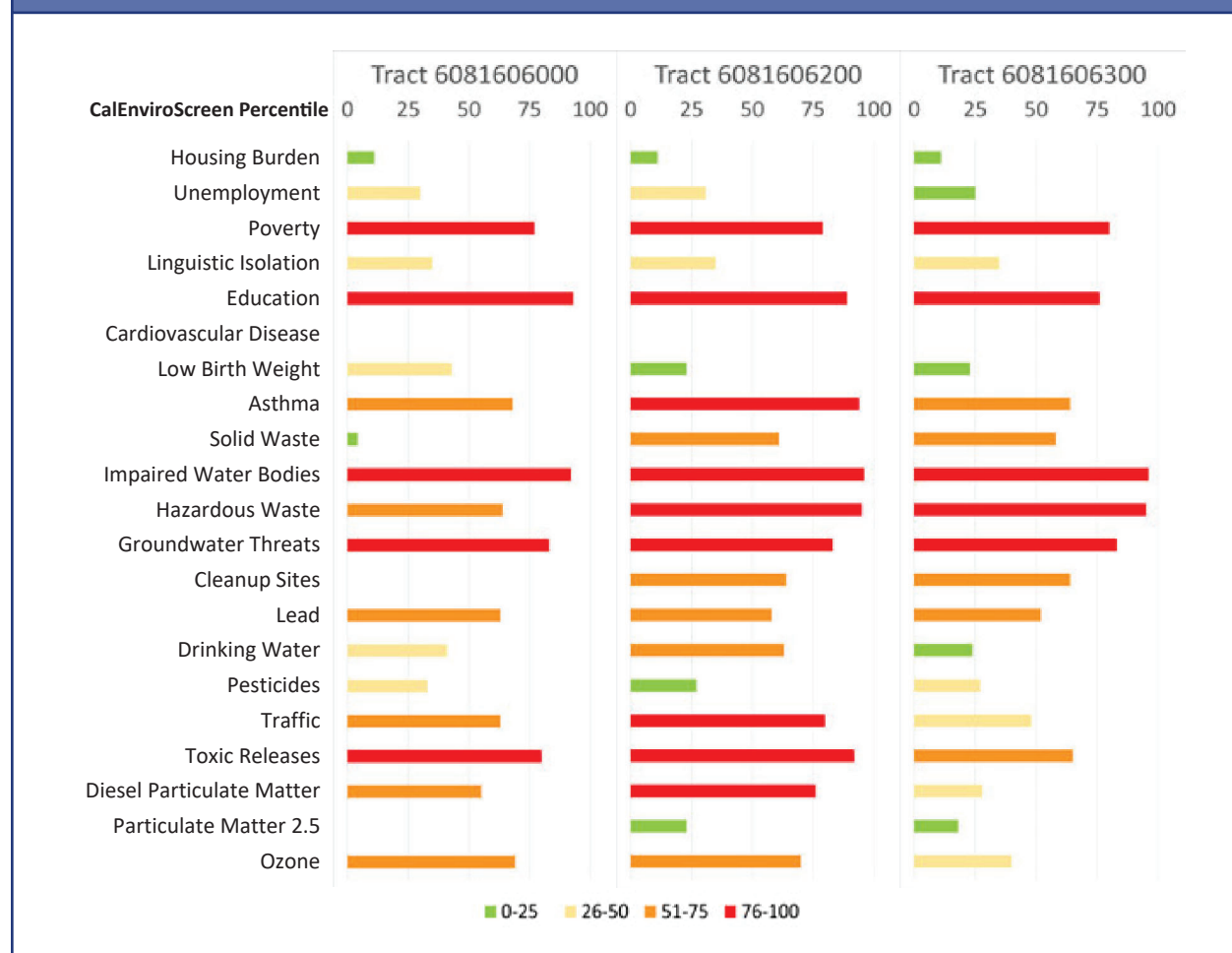


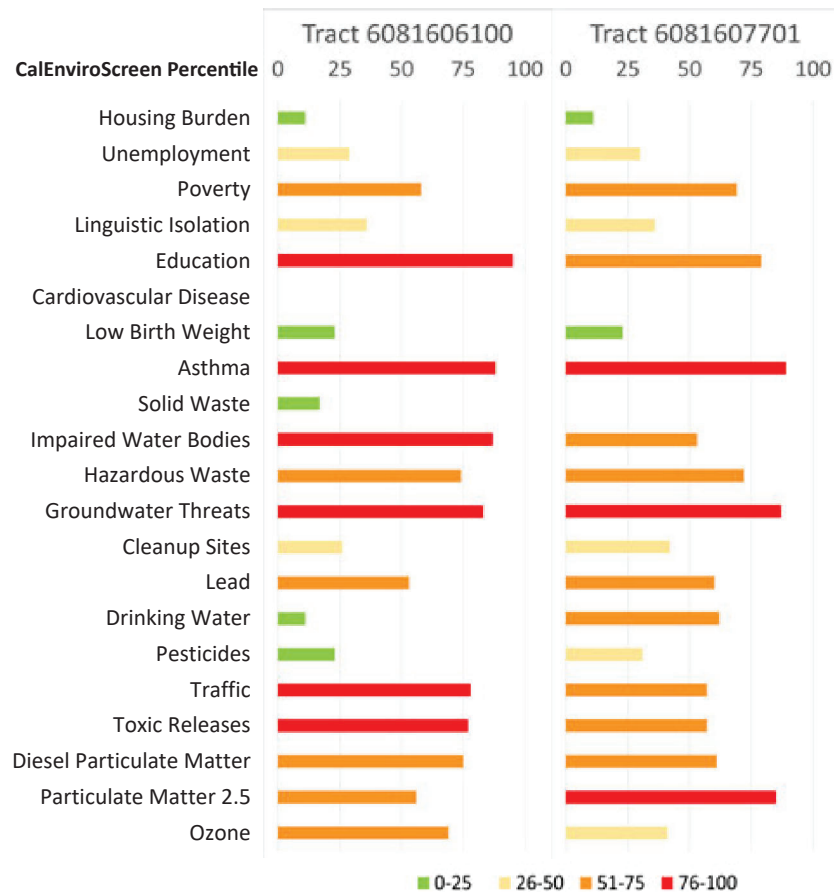
result in negative health impacts for children, such as slowed development and growth, learning difficulties, and hearing or speech problems.

Most of North Central and part of North Shoreview/Shoreview ranked high in linguistic isolation, which means there are individuals in these communities that mainly speak another language, which may be Spanish, Mandarin or Cantonese, Tagalog, or another language. Barriers in communication can prevent people from participating in the planning process or may limit the amount of information that is available during an emergency. Data also indicated that some North Central and North Shoreview/Shoreview residents could be living below the federal poverty level and/or did not receive education beyond high school. There may also be people in the North Shoreview/Shoreview community that are over the age of 16 and are unemployed.

Hazardous waste materials, sites, or facilities that could emit toxins into the air, water, and soil that are harmful to people are present in North Central, such as existing or former dry cleaners, gas stations, and buildings with lead and asbestos.

**Figure I-6 Equity Priority Communities – North Central**



**Figure I-7 Equity Priority Communities – North Shoreview/Shoreview**

## Addressing Equity Priority Communities in General Plan 2040

Strive San Mateo General Plan 2040 must include policies and actions that will lead to an equitable distribution of resources and opportunities and will reduce the impacts of environmental hazards in the equity priority communities mentioned previously, or in other equity priority communities that are identified during the life of the General Plan. State law allows cities and counties to address environmental justice either by adopting a stand-alone Environmental Justice Element or by incorporating environmental justice goals, policies, and actions into other elements. Strive San Mateo General Plan 2040 takes the approach of incorporating environmental justice goals, policies, and actions into its other elements. In addition to policies and actions that the City will implement through this General Plan and other City plans, other agencies and organizations, such as San Mateo County, nonprofits, and religious groups also provide resources and help improve outcomes in equity priority communities.

## IMPLEMENTING GENERAL PLAN 2040

Long-range planning in San Mateo does not end with the adoption of this document. To achieve the community's vision, decisions about development projects, capital improvements, subdivision maps, specific plans, and other plans and policies affecting land use, transportation, and the physical environment will need to be consistent with Strive San Mateo General Plan 2040.

### Implementation Strategy

To complement the implementation of Strive San Mateo General Plan 2040, the City maintains a list of implementation programs to help achieve the goals, policies, and actions identified in each element. The implementation plan describes and prioritizes the timing, responsible City department, cost range, and actions to implement various aspects of Strive San Mateo General Plan 2040. Some programs may already be budgeted and ongoing, while the City Council will need to identify resources during future budget cycles to implement other programs. The implementation plan will be maintained and updated over time to keep it current and to reflect progress in realizing the General Plan's vision.

### Relationship to the Zoning Ordinance and Other Plans

The General Plan establishes a broad vision and framework for land use in San Mateo and provides policies and actions to manage development through 2040. San Mateo's Zoning Code implements the General Plan with specific standards that regulate land uses and how and where they can be developed. The two must be consistent. Therefore, following adoption of the General Plan, the Zoning Code will need to be amended to retain consistency with the General Plan. Other Municipal Code sections, specific plans, and City planning documents will also need to be amended as needed to retain consistency with the General Plan.

### Amending the Plan

Strive San Mateo General Plan 2040 provides long-range and comprehensive guidance to the City, but the process of growth and change is dynamic and often unpredictable. For these reasons, the City needs to monitor progress in achieving the major goals of the plan, periodically adjusting policy guidance as needed to advance those goals in light of contextual changes that may happen over the next 20 years. The City may need to revise portions of the General Plan to reflect land use map changes spurred by land use and development activity, changes in community values or the county's physical or economic conditions, or refinements to improve progress towards achieving the major goals of the General Plan. While some amendments change the land use designation of a particular property, any part of the General Plan may be amended as circumstances change.

Amendments to the General Plan may be initiated by an individual, organization, or the City, depending on the nature of the proposal. The Planning Commission reviews and provides recommendations to the City Council for all proposed General Plan amendments. The City Council then takes final action on all General Plan amendment requests. All amendments require public hearings by the Planning Commission and City Council and evaluation of the potential impacts to San Mateo's physical environment, in accordance with the California Environmental Quality Act (CEQA).

While it is appropriate to revise the General Plan as conditions change in San Mateo, the goals and major themes of the plan are expected to endure for the life of the plan.

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# CHAPTER 2

## Land Use Element









# LAND USE ELEMENT

## INTRODUCTION

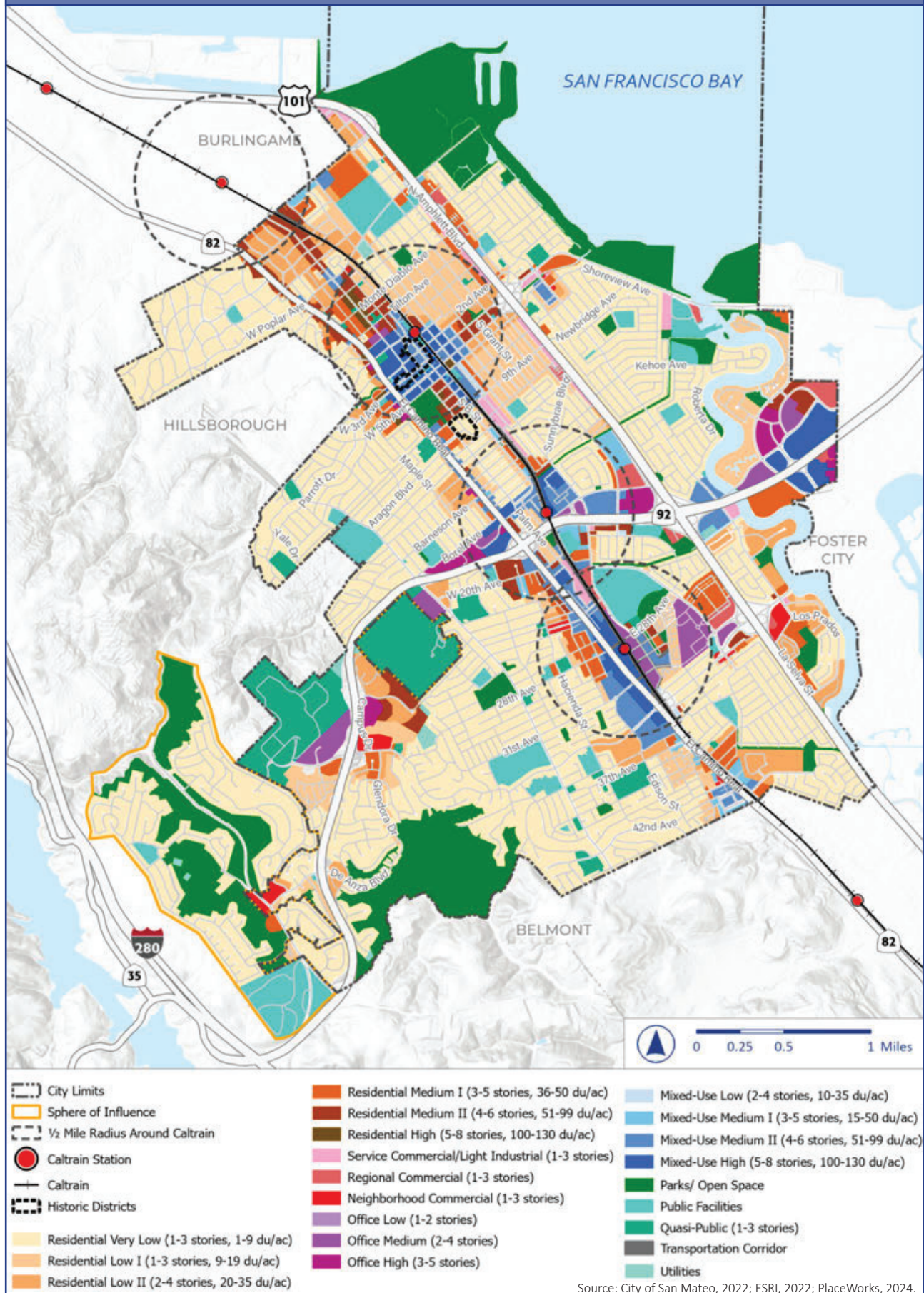
The Land Use Element sets the foundation for future growth, change, and preservation in San Mateo and serves as the blueprint for the development of public and private property in the city. The Element seeks to balance well-designed development and thoughtful preservation with a full spectrum of choices for housing, while also cultivating a diverse economy and supporting resiliency. It includes goals, policies, and actions that support the equitable health and well-being of all neighborhoods in San Mateo and all members of the community. It also encourages a diverse range of land uses to meet the needs of the community, including housing, parks, open space, recreation, retail, commercial services, offices, and industrial.

This element meets the State-mandated requirements for a Land Use Element. It defines categories for the location and type of public and private uses of land under the City's jurisdiction; it recommends standards for density on land covered by the Strive San Mateo General Plan 2040; it includes a Land Use Map (Figure LU-1); and includes goals, policies, and actions to guide land use distribution throughout the city. By satisfying these requirements, the Land Use Element lays out basic guidelines and standards that act as building blocks for the General Plan's other elements. Each element, such as Circulation or Conservation, Open Space, and Recreation, provide more specialized guidance and corresponds with a land use category of the Land Use Element. For more information about environmental justice, please also refer to Chapter 1, Introduction.

The Land Use Element addresses the following topic areas:

- Balanced and Equitable Growth and Preservation
- A Diverse Range of Land Uses
- Focused Planning Areas
  - » Downtown
  - » El Camino Real Corridor
  - » Hillsdale Station Area
- Shopping Areas in Transition
- Environmental Justice
  - » Community Health
  - » Equity Priority Communities
  - » Access to Healthy Food
- Community Engagement
- Climate Change and Land Use
- A Sustainable Economy
- Development Review
- Regional Cooperation
- General Plan Maintenance

Figure LU-1 Land Use Map



## RELEVANCE TO GENERAL PLAN THEMES

The Strive San Mateo General Plan 2040 has three important themes that are woven throughout every element – sustainability, environmental justice, and community engagement – and this element addresses them in the following ways.



### Sustainability in this Element:

- Encourages higher-density multifamily and mixed-use development in proximity to transit and jobs, and improves transit, bicycle, and pedestrian access to support a multimodal transportation network, both of which reduce car dependency and vehicle miles traveled (VMT).
- Supports infill development that provides benefits for preservation and ecological function.
- Supports efforts to transition to cleaner energy sources that reduce greenhouse gas (GHG) emissions, consistent with the City's adopted Climate Action Plan.



### Environmental Justice in this Element:

- Helps address vulnerabilities in equity priority communities, such as poverty, low educational attainment, and housing instability, by supporting affordable housing and economic development.
- Prioritizes City investment in public improvements that address health and infrastructure disparities in equity priority communities.
- Increases access to fresh food by allowing and encouraging local food production, micro agriculture, edible landscapes, rooftop gardens, community gardens, and urban farms.
- Supports collaboration between the City and local partners to improve healthy food access programs, such as the CalFresh Restaurant Meals Program.



### Community Engagement in this Element:

- Promotes inclusive outreach methods that encourage broad representation and are culturally sensitive, such as preparing notices and other materials in the predominant language spoken in the community and scheduling meetings at convenient times for community members.
- Supports early and frequent community engagement by clearly outlining when and how members of the public can provide input for development projects under review.
- Requires sponsors of new development projects to have early, frequent, and meaningful communication with community members and stakeholders.
- Encourages a recurring, statistically reliable community survey to gauge community service needs, policy preferences, and effective communication methods.



## GENERAL PLAN HEIGHT AND INTENSITY STANDARDS

Measure Y is a ballot measure that was passed by voters in November 2020. It retained the existing height, density and intensity limits on new development that were originally adopted under earlier ballot measures (Measure H in 1991 and Measure P in 2004), and has a sunset date of 2030. Overall, the Measure Y height limit is set to 55 feet and three to five stories, the density limit allows up to 50 units per acre and the nonresidential intensity allows up to a 3.0 floor area ratio (FAR). The height, density and intensity limits allow for exceptions in certain locations with provision of public benefits, and State Density Bonus law allows projects to exceed these limits when certain percentages of affordable units are provided.

### General Plan Land Use Designations and Land Use Map

The General Plan land use designations are grouped into the following categories: Residential, Mixed-Use, Commercial, Office, Parks and Open Space, Public Facilities, Quasi-Public Facilities, and Utilities.

The land use designations identify the locations in the city where specific types of land uses may occur. The designations are meant to be broad enough to give the City flexibility, but also provide clear enough direction to achieve the vision of the General Plan. Figure LU-1 shows where each land use designation is applied within San Mateo.

The General Plan provides the overall parameters of density and intensity for urban land use designations, but each project must also comply with the specific rules of the relevant zoning district in the City's Zoning Code.

Residential densities for the land use designations are expressed in terms of dwelling units per acre (du/ac). Building heights are expressed by the number of stories. Building intensities for nonresidential uses are expressed in terms of floor-area ratio (FAR), which is the ratio of gross building floor area to net lot area, both expressed in square feet. For example, on a site with 10,000 square feet of land area, a FAR of 1.0 will allow 10,000 gross square feet of building floor area to be built. On the same site, a FAR of 2.0 would allow 20,000 square feet of floor area. FAR does not regulate building placement, form, or height, only the spatial relationship between building size and lot size; it represents an expectation of the overall intensity of future development. Figure LU-2 shows a visual representation of the relationship between height and FAR.

The maximum density assigned to each land use designation does not constitute entitlement, nor are property owners or developers guaranteed that an individual project, when tested against the General Plan's policies, will be able or permitted to achieve these maximums.





Some of the land use designations in the ten study areas shown on Figure I-1 include building heights, densities and FARs that exceed the limits set by Measure Y. Any components in the General Plan that are inconsistent with Measure Y will require voter approval before they can take effect. If voters approve a ballot measure to allow the heights, densities and intensities that exceed the limits set by Measure Y, those higher limits would only apply within the ten study areas. The areas outside of the ten study areas would still be subject to the height, density, and intensity limits of Measure Y. As required by law, for the duration that Measure Y is in effect, any inconsistency between the measure and other provisions of the Strive San Mateo General Plan 2040 shall default to the provisions specified in Measure Y, as stated in Policy LU 1-9.

Table LU-1 lists land use designations and their density, intensity (FAR), height limit, and description of uses that can occur in the designation. The density ranges in Table LU-1 establish a maximum density. The lower end of the density range is not a required minimum density.

**Figure LU-2 Floor Area Ratio and Height**

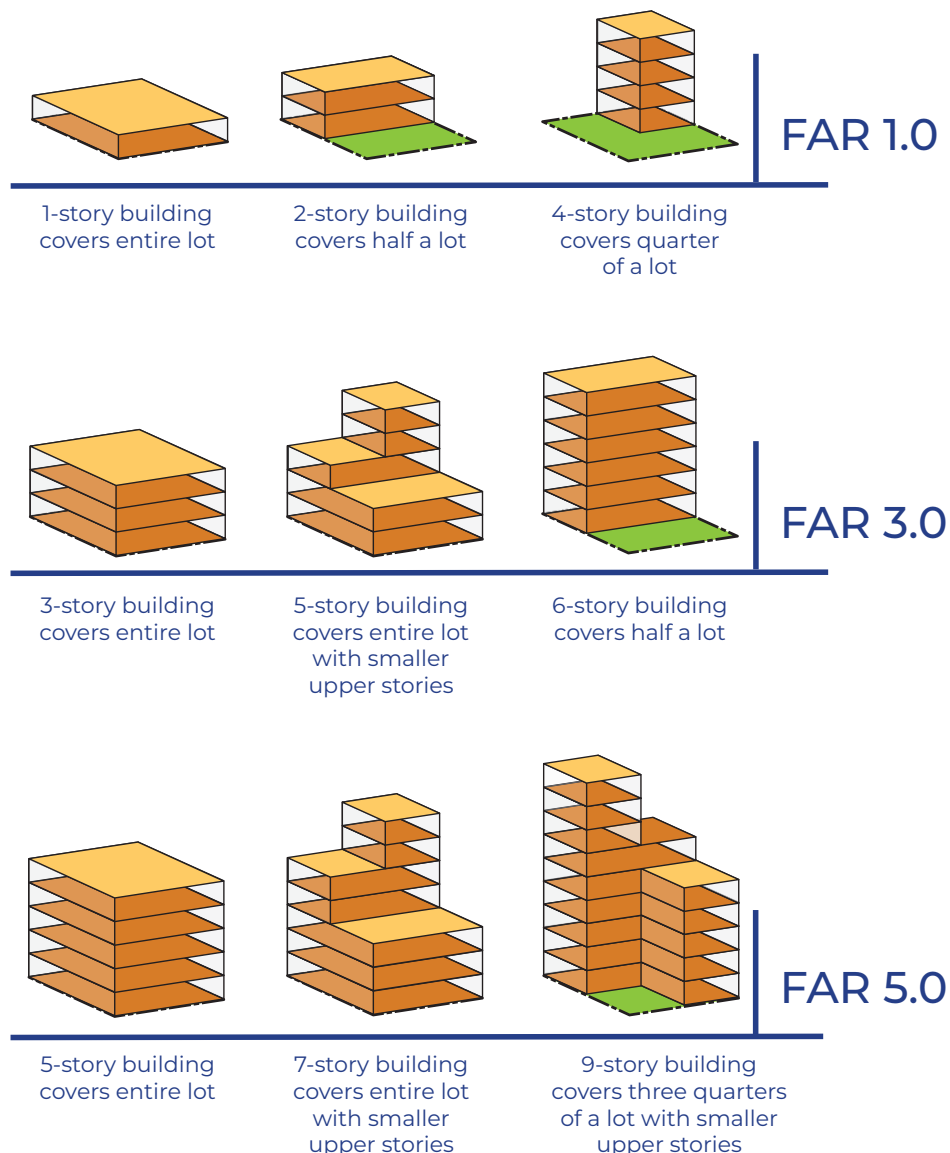


Table LU-1 Land Use Designations

Designation	Maximum Density Range (Residential Uses)*	Intensity/ Maximum FAR (Nonresidential uses)	Height Limit	Description
<b>Residential</b>				
<b>Residential Very Low</b>	Up to 9 du/ac	n/a	1-3 stories	This designation allows very low-density residential dwellings, such as detached single-family homes, detached townhouses and duplexes, and accessory dwelling units (ADUs).
<b>Residential Low I</b>	9 to 19 du/ac	n/a	1-3 stories	This designation allows low-density residential dwellings, such as townhomes, duplexes, triplexes, fourplexes, low rise condominium and apartment buildings, and ADUs.
<b>Residential Low II</b>	20 to 35 du/ac	n/a	2-4 stories	This designation allows lower-density residential and multifamily dwellings, such as townhomes, duplexes, triplexes, fourplexes, condominiums, and apartments.
<b>Residential Medium I</b>	36 to 50 du/ac	n/a	3-5 stories	This designation allows medium-density multifamily dwellings, such as townhomes, condominiums, and apartments.
<b>Residential Medium II</b>	51 to 99 du/ac	n/a	4-6 stories	This designation allows medium-density multifamily residential dwellings, such as condominiums and apartments, near mixed-use, office, and/or commercial areas. This designation can also be found along major streets, such as El Camino Real and near residential low or residential high areas of the city.
<b>Residential High</b>	100 to 130 du/ac	n/a	5-8 stories	This designation allows higher-density multifamily residential dwellings, such as condominiums and apartments, in Downtown, in proximity to Caltrain stations, and along major streets, such as El Camino Real.
<b>Mixed-Use</b>				
<b>Mixed-Use Low</b>	10 to 35 du/ac	2.0	2-4 stories	This designation allows low-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses that encourages people to live, work, play, and shop in close proximity.
<b>Mixed-Use Medium I</b>	15 to 50 du/ac	3.0	3-5 stories	This designation allows medium-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses that encourages people to live, work, play, and shop in close proximity.
<b>Mixed-Use Medium II</b>	51 to 99 du/ac	4.0	4-6 stories	This designation allows medium-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses near other mixed-use, commercial, or residential areas, and within Downtown.

Designation	Maximum Density Range (Residential Uses)*	Intensity/ Maximum FAR (Nonresidential uses)	Height Limit	Description
<b>Mixed-Use High</b>	100 to 130 du/ac	4.5	5-8 stories	This designation allows high-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses near major streets, train stations, and shopping centers, and within Downtown.
<b>Commercial</b>				
<b>Neighborhood Commercial</b>	Up to 19 du/ac	1.0	1-3 stories	This designation is intended for a mix of neighborhood-serving commercial uses that include small-scale retail stores and other commercial uses that serve the immediate neighborhood, such as grocery stores and pharmacies. Typical commercial uses include supermarkets, bakeries, drugstores, restaurants, delicatessens, barber shops, hair salons, laundromats, hardware stores, dry cleaners, small offices, and other personal services. Residential may also be allowed above the ground floor.
<b>Service Commercial/ Light Industrial</b>	n/a	1.0	1-3 stories	This designation is intended for a wide range of service commercial and light industrial facilities. Examples of uses in this land use include facilities that provide city-wide and regional services, such as auto repair services, building material yards, overnight boarding of animals, and industrial uses with light manufacturing, warehousing, and/or distribution facilities. These uses do not necessarily benefit from being in high-volume pedestrian areas, such as shopping centers or Downtown and can instead be found along North and South Amphlett Ave, and portions of South Claremont St, Railroad Ave and Palm Ave. New residential uses are not allowed.
<b>Regional Commercial</b>	Up to 50 du/ac	1.5	1-3 stories	This designation is intended for large-scale commercial developments that serve residents and visitors from the surrounding region, such as the Hillsdale Mall and Bridgepointe Shopping Center. Examples of commercial uses in this land use include shopping centers, large-format retail, auto sales, and travel-related services, such as hotels, gas stations, and restaurants. Residential may also be allowed.
<b>Office</b>				
<b>Office Low</b>	Up to 35 du/ac	1.0	1-2 stories	This designation is intended for low-density office uses, such as medical, administrative, or professional offices. Supportive uses, including personal services, restaurants, health clubs, residential, day care, and limited retail sales are permitted. Research facilities that support the development of new products and may include professional uses, manufacturing, laboratories, and/or maker's spaces in the same building or site may be permitted depending on the type and intensity of the use.

Designation	Maximum Density Range (Residential Uses)*	Intensity/ Maximum FAR (Nonresidential uses)	Height Limit	Description
Office Medium	Up to 50 du/ac	2.0	2-4 stories	This designation is intended for medium-density office uses, such as medical, administrative, or professional offices. Supportive uses, including personal services, restaurants, health clubs, residential, day care, and limited retail sales are permitted. Research facilities that support the development of new products and may include professional uses, manufacturing, laboratories, and/or maker's spaces in the same building or site may be permitted depending on the type and intensity of the use.
Office High	Up to 130 du/ac	3.0	3-5 stories	This designation is intended for high-density office uses, such as medical, administrative, or professional offices, and for research and science facilities that support the development of new products and may include professional uses, manufacturing, laboratories, and/or maker's spaces in the same building or site. Supportive uses including personal services, restaurants, health clubs, residential, day care, and limited retail sales are permitted.
Other Designations				
Parks and Open Space	n/a	n/a	n/a	This designation is intended for public parks, City-owned conservation lands, and private open space or recreation facilities. Parks and open space areas can be found throughout the city and are important to preserve because they provide community members with access to nature, encourage healthy lifestyles, and support a mixture of active and passive recreation opportunities.
Public Facilities	n/a	See Zoning District or Specific Plans for maximum FAR	n/a	This designation is intended for facilities owned and/or operated by the City or other governmental agencies, such as City Hall, libraries, public school sites, San Mateo County's Event Center, and the public parking lots in Downtown.
Quasi-Public	Up to 20 du/ac	See Zoning District or Specific Plans for maximum FAR	1-3 stories	This designation is intended for facilities owned and/or operated by quasi-public agencies and organizations, such as schools and faith-based organization facilities. Examples of these facilities include St. Matthew Catholic Church and the Nueva School. Ancillary residential uses, with a focus on affordable housing, may also be allowed when aligned with the organization's mission or to provide employee housing.
Utilities	n/a	n/a	n/a	This designation is intended for facilities owned and/or operated by public utilities to serve the public with electricity, gas, water, and communications. Examples of uses in this designation include electricity substations, water tank sites, and the sewer treatment plant.
Transportation Corridor	n/a	n/a	n/a	Fixed transit lines along the railroad corridor that provide mass transportation. Portions of the railroad corridor not required for transportation purposes may be considered for other uses.

\*Note: Table LU-1 establishes the maximum allowed density range for this land use designation, with associated Zoning district setting a maximum density within this range; but this range does not set a minimum required density.



## BALANCED AND EQUITABLE GROWTH AND PRESERVATION

It is important to plan future development and growth in the city in a way that maximizes efficient use of available land and infrastructure; limits adverse impacts to the environment; and improves social, economic, environmental, and health equity. The General Plan itself does not mandate change, but over time, change will occur based on market forces and the decisions of property owners. Climate change will also likely influence land use changes over the next 20 years in ways that are not currently fully known, which is why sustainability is a key theme throughout the General Plan.

Over the lifetime of this General Plan, the areas that are likely to change in the city include the El Camino Real corridor, Downtown, Hayward Park Caltrain station area, Hillsdale Mall and the surrounding Hillsdale Caltrain station area, and older shopping centers and office parks. The Strive San Mateo General Plan 2040 includes policies and actions that promote transit-oriented development around the Caltrain stations; encourages residential and mixed uses along El Camino Real; prioritizes a wide range of residential, lodging, restaurant, leisure, recreational, cultural, and other commercial uses in Downtown; and supports incorporating a mix of housing, shopping, services, and jobs into older shopping centers to create vibrant neighborhoods.

The Strive San Mateo General Plan 2040 also encourages innovative urban design approaches for Downtown, inspired by Barcelona’s “superblocks,” that focus on vehicle access at the periphery and reducing cut-through vehicle traffic to create pedestrian-focused, car-light spaces downtown. The Circulation Element adds more detail about the superblock concept and pedestrian improvements.

In addition to the General Plan, San Mateo has other plans that guide future development in specific areas of the city, including specific plans, master plans, and area plans. The City’s existing specific plans, area plans, and master plans are shown on Figure LU-3. This figure also identifies two areas – Bel Mateo and 25th Avenue – that are opportunities for future focused planning efforts. This section is focused on balancing growth through land use. Policy direction on maintaining and improving the transportation network as the city grows can be found in the Circulation Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-1** Plan carefully for balanced growth that provides ample housing that is affordable at all levels and job opportunities for all community members; maximizes efficient use of infrastructure; limits adverse impacts to the environment; and improves social, economic, environmental, and health equity.

### POLICIES



**Policy LU 1.1** **Equitable Development.** Prioritize development projects that meet social and economic needs of the economically vulnerable populations to address and reverse the underlying socioeconomic factors in the community that contribute to residential and social segregation in the city. Provide a range of housing types, sizes, and affordability levels in all San Mateo neighborhoods.



**Policy LU 1.2 General Plan 2040 Maximum Development.** Maintain the City’s ability to rely on the General Plan EIR to approve future discretionary actions. When approved development within City Limits and unincorporated properties within the Sphere of Influence reaches the number of new residential units and net new nonresidential square feet below, require that environmental review conducted for any subsequent development project address growth impacts that would occur from further development:

- 19,764 new dwelling units
- 3,186,000 square feet of new nonresidential floor area

When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.<sup>1</sup>

**Policy LU 1.3 Optimize Development Opportunities.** Encourage new development in major commercial and transit-oriented development areas, including the Downtown, Caltrain station areas, and the El Camino Real corridor, to maximize the density and intensity specified in the Land Use Plan and to efficiently use land and infrastructure resources.



**Policy LU 1.4 Mixed-Use.** Encourage mixed-use developments to include increased residential components to provide greater proximity between jobs and housing, promote pedestrian activity, and reduce traffic congestion and vehicle miles traveled (VMT).

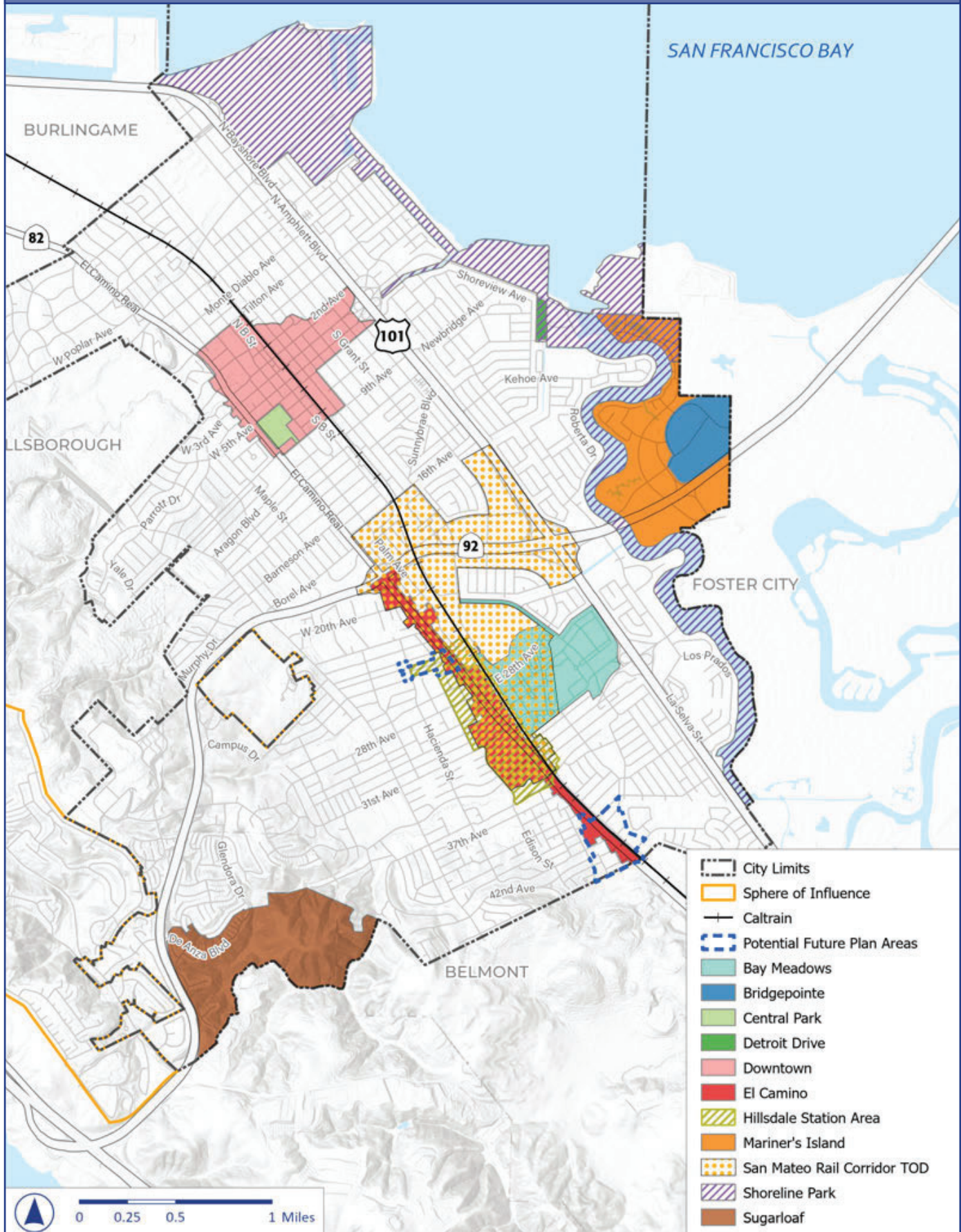
**Policy LU 1.5 Surplus Land.** Consider redesignating City-owned land not required for public services, facilities, or infrastructure for development of affordable housing.

**Policy LU 1.6 Legal Nonconforming Developments.** Allow legally established nonconforming uses and buildings to be maintained, have minor expansions where appropriate, and be reconstructed if destroyed by fire or natural disaster. Encourage reconstruction and/or minor expansions to have a design that is visually compatible with surrounding development and complies with the City’s development standards.

<sup>1</sup> The General Plan Update Draft EIR (August 2023) analyzed a buildout potential of 21,410 new dwelling units and 4,325,000 square feet of new nonresidential floor area. During the public review period for the Draft General Plan 2040 and Draft EIR, changes were incorporated into the final adopted General Plan that reduced the residential and nonresidential development capacity. This policy reflects the reduced amounts, as acknowledged in the General Plan Update Final EIR (January 2024).



Figure LU-3 Specific Plan, Master Plan, and Area Plans



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

- Policy LU 1.7 Annexation.** Annex urbanized areas of the unincorporated land adjacent to the City Limits where landowners petition the City to be annexed, subject to the following conditions:
- The annexation is comprehensive, rather than piecemeal; and
  - Landowners will pay the full cost of City services, will assume a proportionate share of existing City debts, and will contribute to the existing capital improvements of the City, which will benefit the area to be annexed.
- Policy LU 1.8 New Development within the Sphere of Influence.** Work with the County of San Mateo to require new developments and related infrastructure within the Sphere of Influence to be consistent with the City’s General Plan, Zoning Code requirements, and development standards.
- Policy LU 1.9 Voter-Approved Growth Limits.** As required by law, for the duration that Measure Y is in effect, any inconsistency between the measure and other provisions of the General Plan’s Land Use Element shall default to the provisions specified in Measure Y.

## ACTION

- Action LU 1.10 Review of New Development.** Track actual growth of both new housing units and net new nonresidential floor area annually, and review every two to three years. Use this information to monitor nonresidential floor area and housing units in San Mateo and to adjust this General Plan, infrastructure plans, and circulation plans, as necessary, if actual growth is exceeding projections. When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.

**GOAL LU-2** Balance well-designed development with thoughtful preservation.

## POLICIES

- Policy LU 2.1 Development Intensity/Density.** Regulate development density/intensity to recognize natural environmental constraints, such as floodplains, earthquake faults, debris flow areas and other hazards, availability of urban services, and transportation and circulation constraints.
- Policy LU 2.2 Caltrain Stations and El Camino Real Minimum Densities.** Require new residential development within a half mile of a Caltrain station or within one block of the El Camino Real corridor to meet the minimum density established by the applied land use designation and encourage new development to achieve maximum density.

**Policy LU 2.3 Community Benefits.** Develop a framework to allow density/intensity bonuses and concessions in exchange for the provision of community benefits, such as additional affordable housing, increased open space, public plazas or recreational facilities, subsidized retail space for small businesses, subsidized community space for nonprofits that provide community support services or childcare facilities, pedestrian and multimodal safety improvements, and/or off-site infrastructure improvements above minimum requirements.

- The framework shall allow for nonresidential development (office and commercial) within ¼-mile of the Hayward Park and Hillsdale Caltrain stations to have heights up to eight-stories when commensurate community benefits are provided.



**Policy LU 2.4 Clustering.** Encourage clustered development where benefits to natural ecology, habitat conservation, and/or preservation of historic resources can be achieved.

## ACTION



**Action LU 2.5 Community Benefits Dashboard.** Create an online public portal that highlights the community benefits derived from new development projects, such as payment of in-lieu fees, contribution to the childcare fund, contribution to the public art fund, and other benefits to improve and standardize communication about new development projects and their benefits.





## A DIVERSE RANGE OF LAND USES

To help keep San Mateo a great place to live, work, visit, and raise a family, it is important to plan for a diverse range of land uses that support one another. Placing housing, job centers, shopping, and eating areas close together and near transit encourages people to live, work, play, and shop without needing a car to travel between destinations. Commercial centers and an active Downtown provide a space where people can work, recreate, and build community through cultural and entertainment events while also supporting the city's fiscal health.

The Strive San Mateo General Plan 2040 includes land use designations and policies that concentrate higher-density residential, mixed-use, office, and commercial uses in and around Downtown, along the El Camino Real corridor or within a half mile from a Caltrain station. It also supports locating and preserving certain commercial uses, such as convenience retail or grocery stores, adjacent to residential neighborhoods, which encourages walkability and increases access to healthy foods. This General Plan supports the development of office buildings and business parks that facilitate transit, pedestrian, and bicycle commutes. It also promotes parks, open space, cultural venues and recreational facilities, and community gathering spaces for all members of the San Mateo community. For background information and policies about parks, open space, and recreational facilities, please refer to the Conservation, Open Space and Recreation Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-3** Provide a wide range of land uses, including housing, parks, open space, recreation, retail, commercial services, office, and industrial to adequately meet the full spectrum of needs in the community.

### POLICIES

**Policy LU 3.1 Housing Diversity.** Promote safe, attractive, and walkable residential neighborhoods with diverse types and sizes of homes for individuals, families, and households of all income levels.

**Policy LU 3.2 Commercial Development.** Encourage development that builds on the strengths and unique qualities of existing neighborhoods and provides appropriate transition in terms of intensity of use, height, bulk, and design. Require commercial development adjacent to residential areas to appropriately address circulation, traffic, truck loading, trash/recycling, noise, visual impacts, public safety, hazardous materials storage, fire safety, air pollutant emissions, and odors in a way that minimizes impacts on neighboring uses.

**Policy LU 3.3 Neighborhood Commercial and Service Uses.** Encourage the preservation of local-serving commercial retail and service uses in neighborhood shopping districts and adjacent to residential neighborhoods, including as part of new mixed-use development.

**Policy LU 3.4 Neighborhood Commercial Preservation.** Support neighborhood serving shopping area vibrancy and maintain commercial concentrations by encouraging new development to retain existing ground floor retail and commercial uses, to continue to meet the needs of the surrounding neighborhoods.



**Policy LU 3.5 Support Service Uses.** Encourage businesses that provide a variety of services, such as restaurants, child care facilities, medical clinics, gyms, pharmacies, hardware stores, and grocery stores in locations that serve residential neighborhoods and commercial/office uses. Prioritize the development of these services in equity priority communities in the city.

**Policy LU 3.6 Service Commercial/Light Industrial.** Retain service commercial and light industrial uses in San Mateo to support local businesses and to meet the needs of residents locally. Preserve properties that are zoned for service commercial uses and discourage uses that are allowed elsewhere in the city from locating in service commercial and light industrial areas.

**Policy LU 3.7 Hotels.** Encourage development of hotels in commercial areas and allow small hotels in mixed-use districts where they are consistent with the density of adjacent uses.

**Policy LU 3.8 Visitor Economy.** Collaborate with other Peninsula cities and the San Mateo County/Silicon Valley Convention and Visitors Bureau to support the continued development of the visitor economy of both the city and the region, including lodging, entertainment, cultural, recreation, retail, and local events; encourage uses that attract visitors. Incentivize through fee reduction and visitor perks, sustainable modes of travel to and from the city to reduce both the use of air travel and gas-powered vehicles.



- Policy LU 3.9 Workplaces.** Develop office buildings and business parks to facilitate transit, pedestrian, and bicycle commutes. Provide compact development, mixed uses, and connectivity to transit to reduce vehicle miles traveled (VMT).
- Policy LU 3.10 Office Park Evolution.** Support the transition of single-use office parks into mixed-use districts that include residential, retail, office, services, and/or parks and open space. Within an office site that is redeveloping as mixed-use, locate offices and commercial space closest to high-volume roadways and locate new residential uses and outdoor spaces as far as possible from high-volume roadways.
- Policy LU 3.11 Community Gathering Places.** Provide and maintain inviting public spaces and streets that provide space for all members of the San Mateo community to meet, gather, and enjoy.
- Policy LU 3.12 Publicly Accessible Spaces.** Integrate a variety of privately owned and maintained publicly accessible spaces into new development. Spaces should be safe, welcoming, easy to access, and include signage that clearly identifies these spaces as publicly accessible.
- Policy LU 3.13 Cultural Facilities and Public Art.** Recognize cultural facilities, entertainment events, performing arts, and public art as part of a healthy and thriving community. Use funds from the City's art in-lieu fee to enhance existing public art and cultural facilities and encourage new facilities that reflect the character and identity of the surrounding neighborhoods.
- Policy LU 3.14 School Site Reuse.** Encourage the school district to prioritize affordable housing and community recreation needs when a school site is planned for reuse or redevelopment, in accordance with the priorities in the Housing Element and Conservation, Open Space, and Recreation Element.
- Policy LU 3.15 Residential Uses to Support Institutions.** Support the development of housing at quasi-public institutions such as schools, churches, and other facilities of an educational, religious, charitable, or philanthropic nature, consistent with the mission of these organizations. Encourage the development of ancillary residential uses when aligned with the organization's mission or to provide housing for employees.
- Policy LU 3.16 Public Facilities.** Encourage reuse or redevelopment of public facilities to residential and/or recreational uses that provide a public benefit to the community, such as community gardens.
- Policy LU 3.17 Peninsula Golf and Country Club.** Support the retention of the existing club and recreation use. If the site is redeveloped, residential development that is compatible with adjacent uses in terms of density and intensity should be encouraged.

## ACTIONS

- Action LU 3.18 Permitted Uses.** Re-evaluate the types of commercial uses that are permitted and that require a special-use permit in all commercial districts to ensure requirements are forward looking and aligned with current economic needs and trends.



**Action LU 3.19 Major Institutions/Special Facilities.** Work with relevant agencies and organizations to support the long-term viability of major institutions and special facilities that provide important recreational, educational, or medical services, such as the San Mateo County Events Center, College of San Mateo, San Mateo County Hospital, Mills Health Center, and Peninsula Golf and Country Club. Require a Specific Plan and/or Master Plan to guide reuse or redevelopment of institutions and special facilities when appropriate.

## FOCUSED PLANNING AREAS

This section focuses on three specific areas around the city – Downtown, the El Camino Real Corridor, and the Hillsdale Station Area. These areas are near transit and are designated for future growth and change in this General Plan as well as in other adopted planning documents:

- **The Downtown Area Plan**, adopted in 2003 and revised in 2009, covers about 70 blocks traditionally known as Downtown, plus the area known as the Gateway and portions of adjacent neighborhoods. This plan pertains to new Downtown development and focuses on preserving existing Downtown resources and enhancing its vitality and activity while also maintaining a sense of place.
- **The El Camino Real Master Plan**, adopted in 2001, provides guidance on streetscape, design guidelines, and implementation strategies for the future of the El Camino Real corridor, from State Route 92 to the Belmont city border.
- **The Hillsdale Station Area Plan**, adopted in 2011, is the guiding document for the Hillsdale Station Area that sets forth the regulatory framework, goals, and policies to transform the area surrounding the Hillsdale Caltrain station into a sustainable, pedestrian-oriented transit hub.



This General Plan includes additional policy guidance to help plan for the growth and change that is anticipated and encouraged in these three focused planning areas. Policy guidance focused on historic resources, city image, and the design of mixed-use and commercial areas can be found in the Community Design and Historic Resources Element. The Circulation Element also includes policies focused on promoting walking and multi-modal transportation improvements in Downtown and facilitating efficient travel and pedestrian safety along the El Camino Real corridor. It also includes policy guidance for transit stations, including the Hillsdale Station.

## GOALS, POLICIES, AND ACTIONS

### Downtown

**GOAL LU-4** Maintain downtown San Mateo as the economic, cultural, and social center of the community.

### POLICIES

- Policy LU 4.1 Downtown Land Uses.** Allow and prioritize a wide range of residential, dining, cultural, entertainment, lodging, and other commercial uses downtown, at high intensities and densities, with strong multi-modal connectivity to the San Mateo Caltrain station and other transit.
- Policy LU 4.2 Quality of Downtown Development.** Promote quality design of all new development that recognizes the regional and historical importance of Downtown San Mateo and strengthens its pedestrian-friendly, historic, and transit-oriented character.
- Policy LU 4.3 Significant Historic Structures.** Protect key landmarks, historic structures, and the historic character of Downtown, as defined in the Community Design and Historic Resources Element.

### ACTIONS

- Action LU 4.4 Downtown Area Plan.** Update the Downtown Area Plan to support and strengthen the Downtown as a vibrant and active commercial, cultural, entertainment, and community gathering district. The updated Downtown Area Plan shall align with the General Plan, integrate recommendations from other concurrent City efforts, focus growth and intensity in proximity to the Caltrain station, encourage superblock concepts or approaches and allow parklets, update parking standards and parking management strategies, allow for increased housing units and density, and support high-quality, pedestrian-oriented design and architecture.
- Action LU 4.5 Downtown Special Events.** Sponsor and support Downtown activities and events that brings Downtown to life, attracts residents and visitors, promotes local businesses, creates inclusive community gatherings, and provides information to residents about City initiatives and services.



## El Camino Real Corridor

**GOAL LU-5** Promote residential and mixed land uses along El Camino Real to strengthen its role as both a local and regional corridor.

## POLICIES

- Policy LU 5.1 Housing on El Camino Real.** Encourage new residential uses along El Camino Real as part of both pure residential and mixed-use development to diversify the existing commercial character.
- Policy LU 5.2 El Camino Real Landscaping.** Retain the general residential and landscaped character of El Camino Real north of Tilton Avenue. Promote the visual upgrading of El Camino Real south of 9th Avenue through increased landscaping, coordination of public improvements, property maintenance, and sign control, and through conformance with the El Camino Real Master Plan or a future consolidated Corridor Plan per Action LU 5-3.

## ACTION

- Action LU 5.3 El Camino Real Corridor Plan.** Prepare a Corridor Plan for El Camino Real that assembles existing planning documents for the corridor into a single comprehensive plan that implements the El Camino Real policies in General Plan 2040.



## Hillsdale Station Area

**GOAL LU-6** Promote transit-oriented development around the Hillsdale Caltrain station.

### POLICIES

- Policy LU 6.1 Rail Corridor Transit-Oriented Development Plan (Rail Corridor Plan).** Continue to implement the Rail Corridor Plan to allow, encourage, and provide guidance for the creation of world-class transit-oriented, mixed-use development (TOD) within a half-mile radius of the Hillsdale and Hayward Park Caltrain stations, while maintaining and improving the quality of life for those who already live and work in the area.
- Policy LU 6.2 Hillsdale Shopping Center.** Allow redevelopment of the Hillsdale Shopping Center for a mix of uses, including commercial, retail, office, hotel, and residential uses. Update the Hillsdale Station Area Plan or require preparation of a master development plan to ensure the site is developed comprehensively and provides appropriate transitions to the adjacent neighborhoods.

### ACTION

- Action LU 6.3 Hillsdale Station Area Plan.** Update the Hillsdale Station Area Plan to foster higher-density residential, office and mixed-use, transit-oriented development that connects to neighborhoods to the east and west, improves bicycle and pedestrian connectivity west of the station, and increases park and open space areas.





## SHOPPING AREAS IN TRANSITION

Over the lifetime of this General Plan, some older shopping centers in the city are likely to change as old formats of brick-and-mortar retail evolve. The Hillsdale Mall, Bridgepointe Shopping Center, and Bel Mateo commercial area (Olympic Village) are three areas around the city that appear likely to experience meaningful transition over the next 20 years. Since these shopping areas provide neighborhood-serving uses that support nearby residences, the intent of this section is to support preservation while allowing for transition to a different mix of housing, shopping, services, and jobs. Policy guidance for other neighborhood shopping areas is contained under Goal LU-3 and policies related to the Hillsdale Mall are under Goal LU-6. Policies focused on the design of mixed-use and commercial areas can be found in the Community Design and Historic Resources Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-7** Support the transition of shopping areas designated for new uses into vibrant districts with a range of housing, shopping, services, and jobs.

### POLICY

**Policy LU 7.1 Shopping Areas in Transition.** Support the long-term viability of shopping centers and districts that provide neighborhood-serving uses by allowing these sites to redevelop with higher-density, mixed-use development that includes restaurants, services, other commercial uses, housing, and open space, while preserving core neighborhood-serving uses.

## ACTIONS

- Action LU 7.2 Bridgepointe Area Plan.** Update and consolidate the Bridgepointe Master Plan and Mariner’s Island Specific Plan into one planning document to guide redevelopment of the Bridgepointe Shopping Center and the surrounding properties into a mixed-use neighborhood that maintains its regional retail component while developing a diverse range of housing types, including affordable housing; new parks and recreational facilities; community gathering places; ample facilities to support transit, bicycling, and walking; and a range of businesses and services. The plan shall include safe access for pedestrians, cyclists, and transit riders from Bridgepoint to the City’s transit corridors, such as Caltrain and El Camino Real.
- Action LU 7.3 Bel Mateo Area Plan.** Prepare a Specific Plan or Master Plan to guide redevelopment of the Bel Mateo area into a mixed-use neighborhood with a diverse range of neighborhood-serving commercial uses and amenities; new market-rate and affordable housing; ample facilities to support bicycling and walking; and publicly accessible park and open space areas.

## ENVIRONMENTAL JUSTICE

The Strive San Mateo General Plan 2040 includes policies and actions that support the equitable distribution of resources and opportunities and reduce the impacts of environmental hazards in the areas of the city that experience the highest levels of pollution and negative health outcomes, such as asthma and low birth weight babies, as well as the greatest social and economic disadvantages, such as poverty and housing instability. This General Plan uses the term equity priority community for these neighborhoods and focuses on improving environmental justice and public health for the people who live in these communities by promoting meaningful community engagement and prioritizing improvements that address their needs.

During the development of this General Plan, the City identified two equity priority communities using local knowledge and CalEnviroScreen: North Central and North Shoreview/Shoreview. Figure I-5 in Chapter 1, Introduction, shows the location of these communities and provides more context about the health and socioeconomic issues affecting residents in these neighborhoods.

This section includes policy guidance focused on improving community health and access to healthy foods, with specific policies focused on the identified equity priority communities. State law allows cities and counties to address environmental justice either by adopting a stand-alone Environmental Justice Element or by incorporating environmental justice goals, policies, and actions into other elements. This General Plan takes the approach of incorporating environmental justice goals, policies, and actions into all of its elements; therefore, policies and actions focused on environmental justice can also be found throughout the Strive San Mateo General Plan 2040. Safe and sanitary housing, as required by Senate Bill (SB) 1000, is addressed in the Housing Element. Please refer to the Housing Element for housing-related programs that are focused on equity priority communities.

In addition to policies and actions that the City will implement through the Strive San Mateo General Plan 2040 and other City plans, other agencies and organizations, such as the County of San Mateo, nonprofits, and religious groups, also provide resources and help to support equity priority communities. It is important to note that the State regularly updates CalEnviroScreen, and new data sources may become available. The equity priority communities mapped in this General Plan may change as conditions change.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-8** Support the equitable health and well-being of all neighborhoods in San Mateo and all members of the San Mateo community by improving conditions in equity priority communities.

### Community Health

#### POLICY



**Policy LU 8.1** **Prioritizing Community Health.** Continue to support the physical and mental health and well-being in equity priority communities by prioritizing public safety, resolving land use conflicts and incompatible uses that pose risks to health or safety, remediating contamination, and enforcing building code standards.

#### ACTIONS



**Action LU 8.2** **Collaborations for Community Health.** Develop intentional, strategic, and mutually beneficial relationships with organizations engaged in improving health and well-being, reducing environmental health disparities, expanding access to affordable quality healthcare and mental healthcare, and mitigating negative environmental health hazards. Encourage greater emphasis on expanding or improving health services, including mental health services, in equity priority communities.



**Action LU 8.3** **Health Disparities.** Coordinate with the San Mateo County Public Health Department to promote healthier communities through education, prevention, intervention programs, and other activities that address the health disparities and inequities that exist in San Mateo.



**Action LU 8.4** **City Investment.** Use funds from the park impact fee and other sources to invest in programs and public improvements that connect residents with opportunities to increase their physical activity and improve their physical and mental health, especially in equity priority communities with higher risk of negative public health outcomes. Identify new funding sources for programs and public improvements, if needed.

## Equity Priority Communities

### POLICIES



**Policy LU 8.5 Community Preservation.** Prevent displacement in equity priority communities by protecting tenants, helping homeowners remain in place, and funding affordable housing.



**Policy LU 8.6 Safe and Sanitary Homes.** Encourage homes and neighborhoods that are free of environmental health hazards.



**Policy LU 8.7 Access to Parks and Recreation.** Provide attractive, comfortable, and safe pedestrian and cyclist access to public parks and recreational facilities in and near equity priority communities.

### ACTIONS



**Action LU 8.8 Streetscape and Safety Improvements.** Work with residents in equity priority communities to identify sidewalk, lighting, landscaping, and roadway improvements needed to improve routes to parks, schools, recreation facilities, and other destinations within the community. Prioritize investments that address health disparities in equity priority communities in the annual Capital Improvement Program.



**Action LU 8.9 Equity Priority Community Mapping.** Regularly update the map identifying equity priority communities with data from CalEnviroScreen or other sources, including information from community members.



**Action LU 8.10 Equity Priority Communities Plan.** Prepare a plan for the equity priority communities that addresses the needs of each community, including health, safety, and improved circulation with community input. The plan shall seek to ensure the streets in each community are measurably safe, include ADA accessibility, and have adequate on-street parking. Changes included in the plan shall be developed and enacted with the expressed purpose of improving health, safety, and welfare of the members of each community.



**Action LU 8.11 City Services.** Work with residents in equity priority communities to improve services provided by the City or other partners related to safety, sanitation, and security in these neighborhoods.



**Action LU 8.12 Neighborhood Beautification.** Support and promote neighborhood clean-up and beautification initiatives in equity priority communities, including street tree planting and maintenance, through partnerships with neighborhood organizations.



## Access to Healthy Food

### POLICIES



**Policy LU 8.13 Locally Grown Food.** Increase access to fresh food by allowing and encouraging local food production, micro agriculture, edible landscapes, rooftop gardens, community gardens, and urban farms, and by distributing information about community-supported agriculture programs that provide affordable access to fresh food.



**Policy LU 8.14 Retail Food Sources.** Strive to ensure that all households in San Mateo, including those in equity priority communities, have access to retail sources of affordable healthy food, including organic options, such as full-service grocery stores, specialty food markets, farmers markets and/or community gardens, and convenience stores with fresh food options, by working to retain existing retail sources and attract new ones.

### ACTIONS



**Action LU 8.15 Healthy Food Access.** Support the work of San Mateo County Health and other local partners to:

- Continue and expand the ability to use the Electronic Benefit Transfer (EBT) program at farmers' markets and other sources of healthy food.
- Implement programs to encourage markets and convenience stores to stock fresh produce and other healthy foods.
- Encourage restaurants to enlist restaurants in the CalFresh Restaurant Meals Program, which allows people at a high risk of chronic hunger to use CalFresh benefits to buy prepared meals at participating restaurants.
- Continue to provide and expand the subsidized senior lunch program at the San Mateo Senior Center and the Congregate Nutrition Program at the King Center Community Center.



**Action LU 8.16 Urban Agriculture.** Develop City regulations that encourage urban agriculture, community gardens, and farm stands, as appropriate.



## COMMUNITY ENGAGEMENT

Community engagement and resident participation is a high priority for San Mateo. The Strive San Mateo General Plan 2040 aims to engage all residents and stakeholders on matters of development, growth, and public policy in ways that are inclusive, equitable, and give everyone an opportunity to participate in the process. Public engagement with disadvantaged communities can help identify programming and policy changes to allow for improvements where it is needed most. However, many members of vulnerable populations and disadvantaged communities face barriers to meaningful engagement. For example, people with disabilities may have difficulty accessing a meeting location or hearing verbal dialogue. Non-English speakers may have difficulty reading meeting notices or meeting materials in English. Low-income households may be more likely to work multiple jobs or do shift work that precludes attending evening meetings. It is important to understand the specific vulnerable populations and disadvantages faced by San Mateo residents to minimize the barriers to their participation. This General Plan takes the approach of incorporating community engagement goals, policies, and actions into all of its elements; therefore, policies and actions focused on community engagement can also be found throughout the General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-9** Include everyone in community development decisions for a shared, sustainable future.

### POLICIES



#### Policy LU 9.1

**Inclusive Outreach.** Notify the community when planning and development decisions are being considered and inform community members about how they can engage in the process. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

**Policy LU 9.2**

**Equitable Engagement.** Provide support for increased community participation in the planning and development processes, particularly in areas with language barriers or a concentration of low-income households that have been historically underrepresented and/or disproportionately impacted by traffic and municipal or industrial uses.

**Policy LU 9.3**

**Development Projects.** Communicate clearly how and at what stages members of the public can provide input on development projects under review and ensure public awareness of all the factors the City must consider in approving or denying a project.

**Policy LU 9.4**

**Applicant Communications.** Require that sponsors of new development projects, especially those that require Planning Commission and/or City Council approval, have early, frequent, and meaningful communication with affected community members and stakeholders, including members of equity priority communities.

## ACTIONS

**Action LU 9.5**

**Community Partners.** Work with community-based organizations and community partners to engage members of equity priority communities in planning and policy decisions.

**Action LU 9.6**

**Community Surveys.** Periodically conduct statistically reliable community surveys, representative of the demographics of the population, to gauge community service needs, policy preferences, and effective communication methods.

**Action LU 9.7**

**Communications Strategy.** Develop a communications strategy that outlines goals and tactics to engage a broad cross-section of the community.

- Prepare public notices and other materials in the predominant language(s) spoken in the community and provide interpretation services at meetings as needed.
- Make public notices and other important documents available in print at local libraries, community centers, or other gathering places.
- Use culturally appropriate approaches.
- When possible, schedule and locate meetings to be convenient for community members to attend.
- Use the City's website, social media, and other communication channels to share information about how community members can participate in public meetings.
- Gather data to understand the economic, gender, age, and racial diversity of the affected population before designing communication approaches aimed at reaching the affected population.
- Provide notification and outreach for development projects using clear and easy-to-understand language to ensure all stakeholders and interested community members understand and have the ability to engage in the development review process.



## CLIMATE CHANGE AND LAND USE

Climate change is driven by an increase in GHGs in Earth's atmosphere, trapping more heat near the surface and changing Earth's climate in a number of ways. These changes often include increasing the frequency and severity of natural hazards, either directly (such as causing summer temperatures to reach dangerously high levels) or indirectly (such as warm temperatures and droughts leading to more dry vegetation, increasing wildfire risks). The hazardous situations created or exacerbated by climate change may result in an increased chance of personal injury or other harm, a greater risk of damage to buildings and infrastructure, and disruption of essential services, among other hardships. San Mateo, like most communities in California, is expected to experience multiple direct impacts as a result of climate change, including potential flooding, sea level rise, wildfires, drought, extreme heat, and negative effects on public health and biodiversity.

Land use decisions and regulations can decrease GHG emissions by affecting how frequently and how far people drive (the single greatest source of GHGs in San Mateo) and how much electricity or natural gas is used in buildings. Land use decisions can also reduce the exposure of people and assets to climate change hazards by locating new development outside of hazard areas and/or designing it to withstand expected future events. This element includes policies and actions aimed at significantly reducing GHG emissions by encouraging sustainable urban design, requiring transit-oriented and mixed-use development, and reducing car dependency. It also supports San Mateo's adopted Climate Action Plan, which is the City's comprehensive strategy to reduce GHG emissions.

Most buildings, both residential and nonresidential, use electricity and natural gas to operate appliances and other pieces of equipment. While sources of electricity have become much cleaner over time and will continue to become cleaner due to State law and utility policies, the GHG emissions associated with using a unit of natural gas has remained constant, as natural gas is a fossil fuel and cannot become a cleaner energy source. To reduce GHG emissions, buildings can be “decarbonized,” or constructed to be mostly electric or all electric, and existing buildings can be electrified as part of retrofit activities. Advances in electric equipment, such as those used for space heating, water heating, and cooking, can also help make building electrification easier and more cost-effective.

Both this Land Use Element and the Safety Element include policies and actions to plan ahead for future climate conditions and protect San Mateo residents from climate hazards. The Public Services and Facilities Element includes policies and actions to promote energy conservation and renewable energy.

While this General Plan includes policy guidance to help reduce GHG emissions, data about existing and projected GHG emissions in San Mateo and strategies for the reduction of GHG emissions can also be found in the City’s Climate Action Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-10** Make San Mateo strong and resilient by acting to significantly reduce greenhouse gas emissions and adapt to a changing climate.

### POLICIES



**Policy LU 10.1 Effects of Climate Change.** Account for the effects of climate change in updating or amending the General Plan or Zoning Code, disaster planning efforts, City projects, infrastructure planning, future policies, and long-term strategies, as feasible. Recognize potential climate change consequences, such as sea level rise, flooding, higher groundwater, less availability of drinking water, hotter temperatures, increased wildfire risk, and changing air quality. Prioritize protecting equity priority communities from the disproportionate burden of climate hazards, including against risks of displacement and challenges in rebuilding after major incidents.



**Policy LU 10.2 Decarbonized Building Stock.** Eliminate the use of fossil fuels as an energy source in all new building construction and reduce the use of fossil fuels as an energy source in the existing building stock at the time of building alteration through requirements for all-electric construction.



**Policy LU 10.3 Sustainable Improvements.** Ensure that all improvements to existing structures are developed or remodeled in a sustainable and resilient manner.



## ACTIONS



**Action LU 10.4 Climate Action Plan Implementation.** Implement the greenhouse gas reduction strategies to meet the City's Climate Action Plan emission-reduction goals.



**Action LU 10.5 Climate Action Plan Monitoring.** Monitor and report progress on the implementation of the City's Climate Action Plan on an annual basis. Regularly review new opportunities and approaches to reduce emissions consistent with the Climate Action Plan's goals.



**Action LU 10.6 Greenhouse Gas Inventory.** Every five years, prepare an updated greenhouse gas emissions inventory consistent with the Climate Action Plan.



**Action LU 10.7 Engage the Public in the Climate Action Plan.** Provide public information to educate residents and businesses on the Climate Action Plan and to spark behavioral changes in individual energy and water consumption, transportation mode choices, and waste reduction.



**Action LU 10.8 Building Decarbonization.** Evaluate and adopt reach codes and other policies to decarbonize the building stock.



**Action LU 10.9 Resilience of Critical Facilities and Public Infrastructure.** Identify critical facilities and public infrastructure in areas vulnerable to climate change hazards, and work to site, design, and upgrade these facilities with consideration for future increases in severity that may occur over the anticipated life of the development. In cases where facilities cannot be sustainably maintained, evaluate the costs and benefits of relocation. Where facilities can be safely sited for the near term, but future impacts are likely, prepare an adaptive management plan detailing steps for maintenance, retrofitting, and/or relocation.



**Action LU 10.10 Clean Fuel Infrastructure.** Support efforts to build electric vehicle charging stations and clean fuel stations in San Mateo, including hydrogen and sustainably sourced biofuels, as supported by market conditions.



## A SUSTAINABLE ECONOMY

The City's fiscal health and livability depend on maintaining a diverse community of businesses that are supported by residents, visitors, and workers. High-quality public services, reliable infrastructure, and local quality of life are critical to attracting, retaining, and growing local businesses. In addition to providing land where businesses can locate and expand, the City plays a key role in building, maintaining, and/or coordinating infrastructure to support businesses, including roadways, water and sewer services, solid waste disposal, and energy and telecommunications systems. The financial resources to address these needs require that the City maintain a healthy and fiscally sustainable budget. This, in turn, depends on cultivating a diverse tax base that includes a broad mix of businesses and balances the need for both housing and job-generating land uses.

The economic success of regional industry clusters, such as technology, life science, and entertainment has generated a concentration of jobs on the Peninsula. As a result, demand for housing from workers moving to the area for job opportunities has increased at a much higher rate than housing production. Limited housing production in the Bay Area region has created a housing shortage, which has in turn led to rising costs and other housing challenges, such as overcrowding and displacement.

A sustainable economy in 2040 will harness the strength of the regional job market to create quality jobs, support the growth of local businesses, and provide local housing opportunities for residents and workers at all income levels. An important component of a sustainable economy includes balancing job growth with housing development to ensure that all workers have an opportunity to live in proximity to their job. There is also a need to support local workers and the local economy by encouraging local hires, living wages, and training for workers, such as an apprenticeship program. The City currently charges a Commercial Linkage Fee for new job-generating construction like offices, hotels, medical buildings, retail, and restaurants to support the creation or preservation of affordable housing to assist lower- and moderate-wage workers who cannot afford the current housing market prices.

During the development of the Strive San Mateo General Plan 2040, the City completed a comprehensive update to the Housing Element. Please refer to the Housing Element for programs aimed at supporting households facing housing challenges, such as overcrowding and potential displacement. The Housing Element also encourages housing for all income groups.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-11** Cultivate a diverse, thriving, inclusive, and green economy.

### POLICIES

**Policy LU 11.1 Economic Development.** Prioritize the retention and expansion of existing businesses and attract new businesses that strengthen and diversify the City's economic base.

**Policy LU 11.2 Local Employment.** Encourage a diverse mix of uses that provide opportunities for employment of residents of all skill and education levels.

**Policy LU 11.3 Local Hiring and a Living Wage.** Encourage developers and contractors doing work in the city to evaluate hiring local labor from the Bay Area region and providing living wages.

**Policy LU 11.4 Diverse Economic Base.** Strive to maintain a reasonable similarity between potential job generation and the local job market by maintaining a diverse economic base.

**Policy LU 11.5 Jobs to Housing Balance.** Strive to maintain a reasonable balance between income levels, housing types, and housing costs within the city. In future area-wide planning efforts, rather than with individual projects, recognize the importance of matching housing choice and affordability with job generation in the city, through an emphasis on the jobs-housing balance.



**Policy LU 11.6 Job Training Programs.** Collaborate with educational services, nonprofits, labor, and businesses to provide job training programs that meet the needs of businesses and industries. Help connect local businesses with programs, organizations, or educational institutions, such as NOVAworks, College of San Mateo, the San Mateo County Community College District, San Mateo Union High School District, and Small Business Development Centers.

**Policy LU 11.7 Apprenticeship Programs.** Encourage employers within San Mateo, especially building and construction companies, to evaluate hiring from or contributing to apprenticeship training programs that provide on-the-job training and are certified by the State's Division of Apprenticeship Standards (DAS).

**Policy LU 11.8 State-of-the-Art Telecommunications.** Support the development of telecommunications policies and infrastructure, including public Wi-Fi, to meet the needs of local businesses and residents and support remote work.

### ACTIONS

**Action LU 11.9 Quality Local Jobs.** Develop programs to retain and attract businesses that provide a living wage, offer health insurance benefits, and match the diverse range of education and skills of San Mateo residents.





**Action LU 11.10 Small Business Support.** Help small businesses stay and grow by offering tools and support, such as multilingual outreach, assistance accessing free educational services and financing opportunities, connecting with the Chamber of Commerce and Downtown San Mateo Association, and assistance understanding City requirements and preparing for code compliance.

**Action LU 11.11 Commercial Displacement.** Provide proactive support to local businesses affected by construction and redevelopment by communicating with business owners well in advance of construction and assisting in identifying potential locations for temporary relocation. Encourage and support the retention of existing businesses in new or renovated spaces that are a part of redevelopment projects.

**Action LU 11.12 First Source Hiring.** Explore the feasibility of establishing a First Source Hiring Program that encourages developers and contractors to make best efforts to hire new employees, workers, and subcontractors that are based in San Mateo County, and to partner with organizations that offer job training programs, such as the San Mateo County Community College District and San Mateo Union High School District.

**Action LU 11.13 Living Wage Incentives.** Maintain provisions in the Affordable Housing Commercial Linkage Fee that offer fee reductions to developers who voluntarily enter into Area Standard Wage Participation Agreements with the City.

**GOAL LU-12** Create financial stability for the City by maintaining its ability to pay for public improvements, core infrastructure, and essential services.

## POLICIES

**Policy LU 12.1 Revenue Generators.** Retain and grow existing businesses and attract new businesses that can generate and diversify the City's tax revenue and increase job opportunities to ensure the City has adequate resources for infrastructure improvements and essential City services, such as police, fire, parks, recreation, and libraries.

**Policy LU 12.2 Commercial Linkage Fee.** Maintain the City's Affordable Housing Commercial Linkage Fee assessed to new nonresidential construction that recognizes the connection between increased workers in San Mateo and increased demand for housing at all levels. Use the fees collected to support the creation or preservation of affordable housing to assist the workers who will make lower or moderate wages and cannot afford the current housing market prices.

## ACTION

**Action LU 12.3 Fiscal Neutrality.** Study the feasibility and potential impacts of adopting a Fiscal Neutrality Policy that would require new development to offset any difference between future tax revenue and the cost of City services to that development. The policy should also consider the City's goals to provide for a diverse range of housing that is affordable to all members of the community.

## DEVELOPMENT REVIEW

New development projects in San Mateo go through a planning review process to ensure that all applicable City standards and requirements are addressed. Most development projects require a Planning Application, which is a written request for approval of a project before a building permit application can be submitted. Before a formal Planning Application, applicants usually meet with staff in the Community Development Department to discuss the scope of the project, application requirements, and applicable codes and policies. Most projects also require community outreach and engagement, usually in the form of mailed notification and a neighborhood meeting, prior to a Planning Application submittal to collect early input from residents. Larger projects can also include a Planning Commission study session. These early steps help to ensure success when a project's formal Planning Application is submitted.



Once the Community Development Department receives the plans and required application materials, the project is reviewed by other City departments, like Public Works, Parks and Recreation, Police, and Fire, for completeness and compliance with applicable codes, policies, and City requirements. During this time, the City also determines the scope of the environmental review, which could include an exemption, an Initial Study/Mitigated Negative Declaration, or an Environmental Impact Report, consistent with the California Environmental Quality Act (CEQA). After being deemed complete and finishing the environmental review process, City staff prepare findings and conditions of approval for the project. Depending on the size and scope of the project, and the type of approval being sought, final approval may come from the Zoning Administrator, the Planning Commission, or the City Council.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-13** Maintain Development Review and Building Permit processes that are comprehensive and efficient.

### POLICIES

**Policy LU 13.1 Development Review Process.** Review development proposals and building permit applications in an efficient and timely manner while maintaining quality standards in accordance with City codes, policies, and regulations, and in compliance with State requirements.



**Policy LU 13.2 Public Education.** Promote public awareness of the development review and permitting process.



**Policy LU 13.3 Fee Information.** Maintain an updated schedule of fees and housing development affordability requirements, all zoning ordinances and development standards, and annual fee or finance reports on the City's website. In addition, maintain archives of impact fee nexus studies, cost of service studies, or equivalent reports for ease of information sharing with the public.

## REGIONAL COOPERATION

Many issues addressed in the Strive San Mateo General Plan 2040 extend beyond the city boundaries; therefore, it is important to highlight the need for collaboration between the City and other public agencies on these issues. This General Plan encourages inter-agency cooperation and engagement by the City in current and long-range plans prepared by other regional agencies, such as Plan Bay Area. The Metropolitan Transportation Commission (MTC), in partnership with the Association of Bay Area Governments (ABAG), prepared Plan Bay Area 2050, which includes strategies that connect housing, the economy, transportation, and the environment. The vision of the plan is to ensure the Bay Area is affordable, connected, diverse, healthy, and vibrant for all by the year 2050. Plan Bay Area focuses on land use and transportation investments in Priority Development Areas, which are areas identified by local jurisdictions where housing and job growth will be concentrated close to public transit. San Mateo has identified five Priority Development Areas that are included in Plan Bay Area 2050.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-14** Collaborate and communicate with other public agencies regarding regional issues.

### POLICIES

- Policy LU 14.1 Interagency Cooperation.** Promote and participate in cooperative planning with other public agencies and the jurisdictions within San Mateo County, such as the 21 Elements regional collaboration, regarding regional issues such as water supply, traffic congestion, rail transportation, wildfire hazards, air pollution, waste management, fire services, emergency medical services, and climate change.
- Policy LU 14.2 Public Agency Developments.** Require developments constructed by other governmental agencies to conform to the City's General Plan, Zoning Ordinance, and other development regulations, to the extent possible.
- Policy LU 14.3 Plan Bay Area.** Remain engaged in current and future long-range plans prepared by Metropolitan Transportation Commission (MTC), Association of Bay Area Governments (ABAG), and other regional organizations to influence and be aware of projected growth assumptions for San Mateo and regional priorities for transportation, infrastructure, and the economy that could affect the city.
- Policy LU 14.4 Priority Development Areas.** Support the strategies outlined in Plan Bay Area 2050, especially within City-identified Priority Development Areas.



## GENERAL PLAN MAINTENANCE

Long-range planning in San Mateo does not end with the adoption of the Strive San Mateo General Plan 2040. To achieve the community's vision, decisions about development projects, capital improvements, specific plans, and other plans and policies affecting land use, transportation, and the physical environment will need to be consistent with this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL LU-15** Ensure that the City's General Plan is consistent with State law, legally adequate, and up to date.

### POLICIES

**Policy LU 15.1 General Plan Amendments.** Amendments to the General Plan shall be considered as needed. Revisions to the General Plan may be needed to ensure that elements remain consistent with each other and in compliance with State law.

**Policy LU 15.2 Specific and Master Plans.** All adopted plans, including transportation plans, Specific Plans, and Master Plans, shall be consistent with this General Plan.

### ACTIONS

**Action LU 15.3 Annual General Plan Progress Report.** Submit an Annual Progress Report on the status of the General Plan implementation to the City Council and to the Office of Planning and Research by April 1 of each year, per Government Code Section 65400. The Annual Progress Report should also include population projection information.

**Action LU 15.4 Specific Plans and Master Plans.** Review all adopted Specific Plans and Master Plans and determine if updates are needed for consistency with this General Plan or if any out-of-date plans should be retired.





# CHAPTER 3

## Circulation Element









# CIRCULATION ELEMENT

## INTRODUCTION

This Circulation Element provides the policy framework for attaining a future multimodal transportation system that meets the community's needs, is sustainable, advances environmental justice, and improves the community's welfare. This element promotes a circulation system that serves the land use plan in the Land Use Element and is designed for all users and modes of transportation, welcomes innovation, and addresses the challenges of roadway improvements and parking.

For the larger Bay Area region, the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) coordinate transportation and land use planning through the Regional Transportation Plan/Sustainable Communities Strategy, known as Plan Bay Area 2050. Plan Bay Area 2050 guides transportation funding and policy decisions for the region.

Transportation is the movement of people and goods and plays a significant role in a community's quality of life. A well-planned circulation system allows people and goods to get from where they are to where they want or need to go in an equitable, efficient, and timely manner. People, regardless of socioeconomic status, age, and physical ability, should be able to move around using many modes of transportation, whether that is walking, bicycling, using a mobility device, taking transit, driving, or other emerging technologies. Just as important, the circulation system plays a critical role in creating and enhancing public spaces like sidewalks, paseos, and pedestrian plazas for community interaction; providing access for goods to be transported and delivered; and managing the amount and location of parking and curbside access. Safety is a cornerstone of the Circulation Element and improving safety for all users, including pedestrians, bicyclists, transit-users, and motorists is integrated into the goals, policies, and actions identified in this Element. With this in mind, the Circulation Element presents the priorities for developing a multimodal transportation network in the city based on a complete streets approach.

This element addresses these eight transportation priorities:

- Multimodal Transportation Network
- Transportation Demand Management
- Pedestrian Network
- Bicycles and Micromobility Network
- Transit Services
- Roadway Network Improvements
- Parking and Curbside Management
- Future Mobility and Technology



## RELEVANCE TO GENERAL PLAN THEMES



### Sustainability in this Element:

- Increases the safety, convenience, and appeal of walking, bicycling, and transit use to reduce reliance on gas-powered vehicles, one of the City's primary sources of greenhouse gas (GHG) emissions.
- Requires new development to include specific, measurable strategies to reduce motor vehicle trips.
- Establishes new parking management practices to support both economic growth and environmental sustainability.
- Encourages urban spaces that promote walking and multi-modal transportation improvements, through methods such as requiring sidewalks as part of new development or through the implementation of a "superblock" or similar concept in the Downtown that focuses on creating car-light realms.



### Environmental Justice in this Element:

- Reduces single-occupant vehicle trips to reduce air pollution that causes acute and chronic illnesses in equity priority communities.
- Prioritizes new transportation amenities in equity priority communities based on community input and data analysis.
- Recommends safety improvements near transit stops and supports collaboration with transit agencies to improve transit services for residents who cannot drive or do not have access to a car.



### Community Engagement in this Element:

- Ensures that the City will involve the community early in the process so that future improvements in neighborhoods reflect community input.
- Engages seniors, students, transit users, community organizations, and residents of equity priority communities to provide input on solutions for different users.







## MULTIMODAL TRANSPORTATION NETWORK

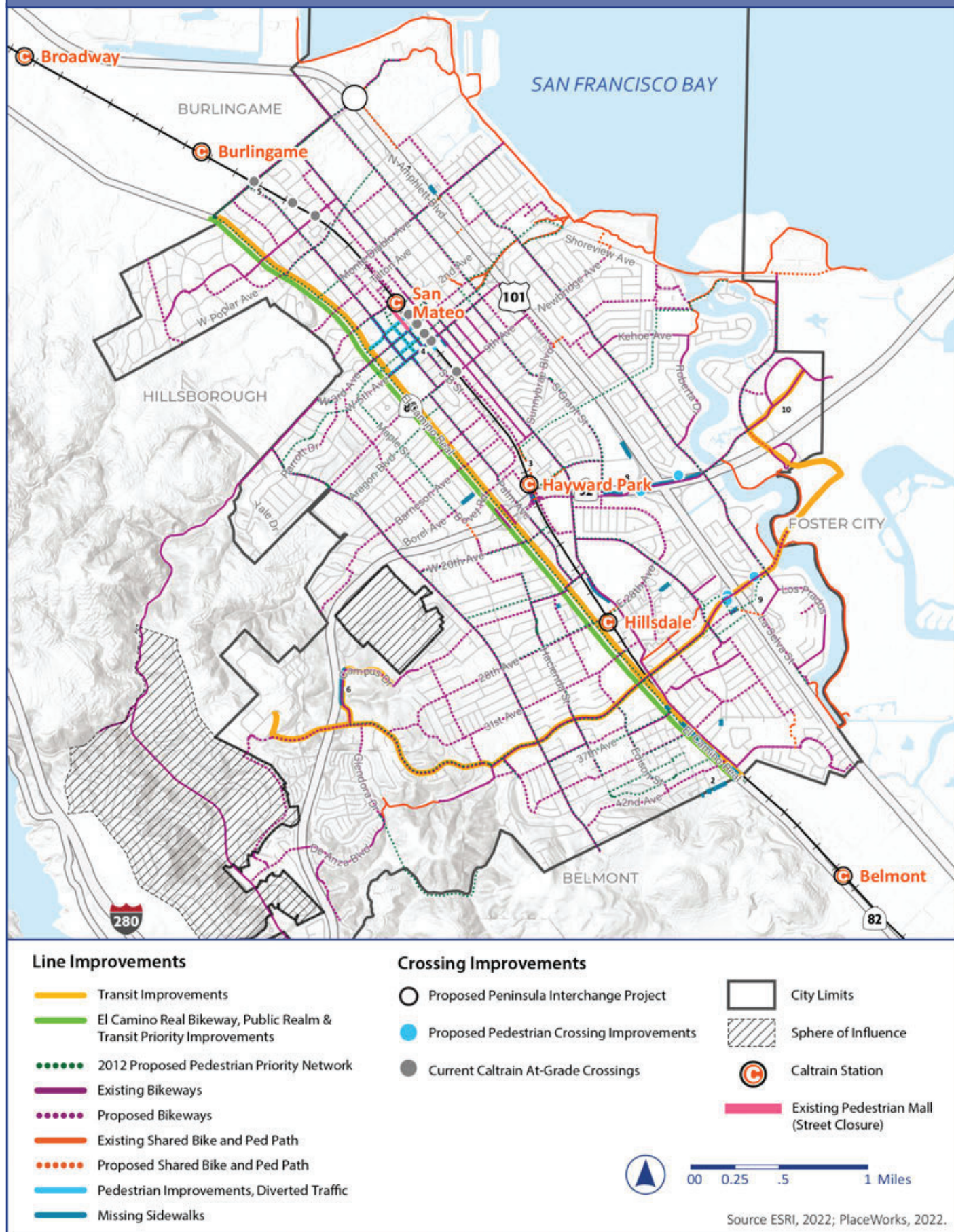
In transportation planning, “modes” refer to different ways of getting around: walking, bicycling, riding transit, and driving. A “multimodal” transportation network accommodates many different modes of transportation, while embracing complete streets principles. A complete street includes safety improvements that benefit all users (i.e., drivers, pedestrians, and bicyclists) and incorporates green infrastructure elements to improve stormwater quality. By increasing travel options that don’t rely solely on driving, GHG emissions and congestion from the transportation system can be reduced. Figure C-1 represents possible options for the 2040 Circulation Network; while the identified pedestrian, bicycle, and transit improvements may change over the lifespan of the Strive San Mateo General Plan 2040, the goal will be to complete travel gaps and maintain and improve the transportation network as the city grows.

Achievement of a multimodal transportation network requires both big-picture policy direction and focused policies and actions for infrastructure improvements. The policies and actions in this section provide a high-level approach to attain a multimodal network, with subsequent sections focused on the programmatic infrastructure policies, including those focused on biking, pedestrians, and transit use, to support such a network. In addition to this Circulation Element, the Land Use Element includes Action LU 5.3 to implement multi-modal improvements along El Camino Real.

Recognizing the importance of improving the safety of the multimodal transportation network, this element also includes a Vision Zero policy. Vision Zero is based on the five elements of a Safe Systems Approach advanced by the Federal Highway Administration to eliminate traffic fatalities and serious injuries on the roadways: safe road users, safe vehicles, safe speeds, safe roads, and post-crash care.



Figure C-1 2040 Circulation Scenario (Specific improvements may change)



## TRANSPORTATION INFRASTRUCTURE FUNDING

San Mateo uses a variety of federal, State, regional, and local sources of funding for transportation infrastructure. While these funding sources fluctuate over time, they have proven to be reasonably reliable. Different sources can be used for different types of projects, and many sources are restricted to specific uses. For example:

- Federal sources, like the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants and the Fixing America's Surface Transportation (FAST) Act, can be used for roadway improvements, bridges, trails, and bicycle facilities.
- Funding from the California High Speed Rail Authority and the San Mateo County Transportation Authority (SMCTA) was used for Caltrain grade separation projects.
- Measure S, a local quarter-cent sales tax, can be used to fund pavement maintenance.

Individual transportation plans, such as the Bicycle Master Plan and the Pedestrian Master Plan, include detailed sections on costs and potential funding sources for the specific types of projects described.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-1** Design and implement a multimodal transportation system that prioritizes walking, bicycling, and transit, and is sustainable, safe, and accessible for all users; connects the community using all modes of transportation; and reduces vehicle miles traveled (VMT) per capita.

### POLICIES



**Policy C 1.1 Sustainable Transportation.** Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.



**Policy C 1.2 Complete Streets.** Apply complete streets design standards to future projects in the public right-of-way and on private property. Complete streets are streets designed to facilitate safe, comfortable, and efficient travel for all users regardless of age or ability or whether they are walking, bicycling, taking transit, or driving, and should include landscaping and shade trees as well as green streets stormwater infrastructure to reduce runoff and pollution.

**Policy C 1.3 Vision Zero.** Use a safe systems approach for transportation planning, street design, operations, emergency response, and maintenance that proactively identifies opportunities to improve safety where conflicts between users exist to eliminate traffic fatalities and serious injuries in our roadways.



**Policy C 1.4 Prioritize Pedestrian and Bicycle Mobility Needs.** Prioritize local pedestrian and bicycle projects that enhance mobility, connectivity, and safety when designing roadway and intersection improvements.



**Policy C 1.5 El Camino Real.** Facilitate efficient travel and pedestrian safety along El Camino Real by supporting improvements that enhance pedestrian connectivity, such as improved pedestrian crossings.



**Policy C 1.6 Transit-Oriented Development.** Increase access to transit and sustainable transportation options by encouraging high-density, mixed-use transit-oriented development near the City's Caltrain stations and transit corridors.



**Policy C 1.7 Equitable Multimodal Network.** Prioritize new amenities, programs, and multimodal projects, developed based on community input and data analysis, in San Mateo's equity priority communities.

**Policy C 1.8 New Development Fair Share.** Require new developments to pay a transportation impact fee to mitigate cumulative transportation impacts.

**Policy C 1.9 Dedication of Right-of-Way for Transportation Improvements.** Require dedication of needed right-of-way for transportation improvements identified in adopted City plans, including pedestrian facilities, bikeways, and trails.



**Policy C 1.10 Inclusive Outreach.** Involve the community in the City's efforts to design and implement a multimodal transportation system that is sustainable, safe, and accessible for all users. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

## ACTIONS

**Action C 1.11 Complete Streets Plan.** Complete and implement the Complete Streets Plan to improve the City's circulation network, including pedestrian, bicycling, and transit infrastructure, to accommodate the needs of street users of all ages and abilities.

**Action C 1.12 Vision Zero Plan.** Complete and regularly update a plan that uses a safe systems approach to work towards Vision Zero and identifies specific citywide changes to policies, practices, funding, and other action items that will reduce speeding, collisions, and collision severity.



**Action C 1.13 El Camino Real Improvements.** Collaborate with Caltrans, SamTrans, and other partners to support accommodating higher-capacity and higher-frequency travel along El Camino Real, Bus Rapid Transit, and other modes of alternative transportation.



**Action C 1.14 Safe Routes for Seniors.** Develop a "safe routes for seniors" program to promote active transportation connections for seniors in collaboration with seniors' organizations and based on the likely walking routes for older adults identified in the Age Friendly Action Plan. Prioritize improvements for seniors in equity priority communities.





**Action C 1.15 Transit-Oriented Development Pedestrian Access Plan.** Coordinate with interagency partners and community stakeholders to seek funding opportunities to design, construct, and build the priority projects identified in the Transit-Oriented Development Pedestrian Access Plan to improve access to and from the Caltrain Stations.

**Action C 1.16 Residential Speed Limits.** Evaluate opportunities to reduce speed limits on residential streets to 20 miles per hour.

**Action C 1.17 Data-Driven Approach to Project Design and Prioritization.** Inform the prioritization of improvement projects through the consistent collection and analysis of modal activity data that reveals where the highest concentration of pedestrian, bicycle, and transit trips occur, and study routes and places people would like to access but are currently unable to because of limitations in pedestrian, bicycle, and transit infrastructure.

**Action C 1.18 Safety Education.** Provide safety education to increase awareness of roadway safety practices for all street users.

**Action C 1.19 Transportation Funding.** Regularly update adopted City master plans to secure reliable funding for transportation infrastructure projects identified in these plans.

**Action C 1.20 Transportation Fees.** Adopt and maintain fees and fiscal policies to fund circulation improvements and programs equitably and achieve operational goals.

**Action C 1.21 Performance and Monitoring.** Regularly monitor the City's mode split progress on reducing VMT and reducing GHG emissions from VMT, as data is available.

## TRANSPORTATION DEMAND MANAGEMENT

Transportation Demand Management (TDM) is an approach that promotes the use of modes other than driving alone, using a multimodal transportation network that provides safe and accessible options for travelers. TDM programs help the City achieve its sustainability and environmental justice goals by reducing the amount of GHG emissions from vehicle trips. These programs have successfully expanded access to other transportation modes and reduced car trips in specific plan areas near the Hillsdale and Hayward Park Caltrain stations and from recent development projects. Examples of TDM strategies include providing free or subsidized transit passes for employees or residents, offering carshare discounts, offering on-site bicycle parking and repair stations, shuttle services, and other bicycle and pedestrian amenities.



San Mateo will continue to require and expand the use of TDM strategies by developing a citywide TDM ordinance, working to secure funding for new TDM programs, and educating residents, developers, employers, and employees about transportation options and incentive programs. The citywide ordinance will establish trip-reduction requirements to be met by development, include measures to consider for reaching these goals, and consider options if projects fall short of the trip-reduction requirements. Through implementation of this ordinance, the City can shift trips from single-occupancy vehicle to multiple modes, using the multimodal circulation network envisioned in this element.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-2** Use transportation demand management (TDM) to reduce the number and length of single-occupancy vehicle trips through policy, zoning strategies, and targeted programs and incentives.

### POLICY



**Policy C 2.1** **TDM Requirements.** Require new or existing developments that meet specific size, capacity, and/or context conditions to implement TDM strategies.

### ACTIONS

- Action C 2.2** **Implement TDM Ordinance.** Develop and implement a citywide TDM ordinance for new developments with tiered trip reduction and VMT reduction targets and monitoring that are consistent with the targets in their relevant area plans. Reduce parking requirements for projects that include TDM measures.
- Action C 2.3** **Education and Outreach.** Pursue education for developers and employees about programs and strategies to reduce VMT, parking demand, and the resulting benefits.
- Action C 2.4** **Leverage TDM Partnership Opportunities.** Work with regional partners to identify and fund TDM strategies that can be implemented at new and existing developments.
- Action C 2.5** **Facilitate TDM Services.** Facilitate the provision of TDM services to employees and residents through development agreements, Transportation Management Associations, and coordination with regional partners.
- Action C 2.6** **Travel to Schools.** Reduce school-related VMT and support student health by collaborating with private and public partners to increase the number of students walking or bicycling to school through expanded implementation of Safe Routes to School, including educating students and the community about the benefits of walking and bicycling and making physical improvements to streets and neighborhoods that make walking and bicycling safer. Prioritize school travel safety improvements in equity priority communities.



**Action C 2.7 New Development Shuttle Services.** Encourage new developments to provide shuttle services and shuttle partnerships as an option to fulfill TDM requirements. Shuttles should serve activity centers, such as the College of San Mateo, Caltrain stations, Downtown, the Hillsdale Shopping Center, or other areas and should accommodate the needs and schedules of all riders, including service workers.

**Action C 2.8 Unbundled Parking.** In conjunction with other TDM strategies that aim to reduce vehicle trips, encourage residential developments to unbundle the costs of providing dedicated parking spaces. Encourage additional parking capacity created by unbundling to be reallocated as shared or public parking spaces.

## PEDESTRIAN NETWORK

A safe and easy-to-navigate pedestrian network with connections to transit, schools, commercial areas, and parks and recreation facilities provides a healthier and more sustainable way to travel. Figure C-1 shows a representation of San Mateo's 2040 Circulation Network, which includes the existing and planned pedestrian network from the Pedestrian Master Plan. The future pedestrian network will include improvements from other adopted or future City plans, such as an updated Pedestrian Master Plan, the Transit-Oriented Development Pedestrian Access Plan, and the Complete Streets Plan.

Nearly every street in San Mateo has a sidewalk, with some exceptions in the single-family neighborhoods of San Mateo Park and Sugarloaf. Downtown includes a permanent pedestrian mall along B Street between 1st and 3rd Avenues, which is a pedestrian-only zone with space for outdoor dining and special events in the public right-of-way. Moving forward, the City plans to increase car-light spaces in the Downtown by implementing elements of a "superblock" design that prioritizes pedestrian spaces. The City also plans for pedestrian improvements through the Safe Routes to School program, which encourages students and families to travel to school by means other than a car.

The City uses a data-driven approach to focus pedestrian safety improvements on the areas with the greatest need. For example, the Americans with Disabilities Act (ADA) citywide assessment evaluated City facilities, right-of-ways, and programs to identify and prioritize measures to remediate ADA deficiencies. A similar approach was undertaken to identify pedestrian improvements needed to support safe walking routes for seniors. The City's Age Friendly Action Plan used public data to identify likely walking routes for older adults and whether sidewalk improvements were needed to improve these routes.

While this element establishes the big-picture pedestrian policy framework for San Mateo, the City has two completed implementation plans that identify projects and policies to create a more walkable future:

- The San Mateo Pedestrian Master Plan (PMP) includes a list of priority pedestrian infrastructure recommendations for corridors and intersections throughout the city. The PMP introduces a new Greenway Pedestrian Corridor Network, a pedestrian-friendly network of streets that are intended to improve pedestrian connections to neighborhood destinations, transit, and recreational opportunities. Improving the pedestrian network for all abilities and ages is one of the PMP's primary objectives.
- The 2022 Transit Oriented Development (TOD) Pedestrian Access Plan provides a roadmap to enhance pedestrian safety and create comfortable walking routes to transit for all ages and abilities. The plan focuses on improving conditions for pedestrians around the city's three Caltrain stations and along El Camino Real.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-3** Build and maintain a safe, connected, and equitable pedestrian network that provides access to community destinations, such as employment centers, transit, schools, shopping, and recreation.

### POLICIES



**Policy C 3.1 Pedestrian Network.** Create and maintain a safe, walkable environment in San Mateo to increase the number of pedestrians. Maintain an updated recommended pedestrian network for implementation. Encourage “superblock” or similar design in certain nodes of the city, such as the Downtown, that allows vehicle access at the periphery and limits cut-through vehicles to create pedestrian-focused, car-light spaces.



**Policy C 3.2 Pedestrian Enhancements with New Development.** Require new development projects to provide sidewalks and pedestrian ramps and to repair or replace damaged sidewalks, in addition to right-of-way improvements identified in adopted City master plans. Encourage new developments to include pedestrian-oriented design to facilitate pedestrian path of travel.



**Policy C 3.3 Right-of-Way Improvements.** Require new developments to construct or contribute to improvements that enhance the pedestrian experience, including human-scale lighting, streetscaping, and accessible sidewalks adjacent to the site.

### ACTIONS

**Action C 3.4 Implement Pedestrian Improvements.** Prioritize implementation of goals, programs, and projects in the City's adopted plans that improve the comfort, safety, and connectivity of the pedestrian network.



- Action C 3.5 Pedestrian Trails and Routes Awareness.** Increase awareness of existing trails and routes by working with outside agencies and developers to promote these amenities to residents. Continue collaborating with the County on development of the trail network.
- Action C 3.6 Access for Users of All Ages and Abilities.** Implement the ADA Transition Plan and maintain accessible streets and sidewalks. Use ADA requirements when implementing design standards.
- Action C 3.7 Pedestrian Connectivity.** Incorporate design for pedestrian connectivity across intersections in transportation projects, including the El Camino Real corridor, to improve visibility at crosswalks for pedestrians and provide safe interaction with other modes. Design improvements should focus on increasing sight lines and removing conflicts at crosswalks.
- Action C 3.8 Safe Routes to School.** Fund and implement continuous Safe Routes to School engagement and improvements with San Mateo elementary, middle, and high schools, and provide support to increase number of students walking and bicycling to school.
- Action C 3.9 Downtown Pedestrian Mall.** Complete design and fund improvements to fully transition B Street between 1st Street and 3rd Street into a pedestrian mall.

## BICYCLES AND MICROMOBILITY NETWORK

Biking or traveling by other micromobility devices is an efficient, healthy, and sustainable mode of travel. Micromobility devices are small, lightweight, and typically low-speed, such as bicycles, electric-assisted or electric bicycles and scooters, hoverboards, and skateboards. Infrastructure supporting bicycling and micromobility devices complements the pedestrian network, and it is an important component of the city's multimodal transportation system.

Bicycles and micromobility devices allow people to reach destinations that they might otherwise drive to, and are well-suited for shorter trips that comprise the majority of San Mateans' transportation needs. They also help travelers complete their first- and last-mile transit connections, closing a travel gap that many people find too far to walk because of time constraints, safety concerns, and mobility issues. San Mateo's existing bicycle network provides some connections to destinations within the city and to neighboring city bikeway networks. The City's Bicycle Master Plan describes the existing and proposed bikeway network in more detail and includes programs and policies to help implement the goals outlined in the plan. In implementing the Bicycle Master Plan, the City will continue to build a safe and efficient bicycle and micromobility network.



The San Mateo bicycle network contains six classifications of existing and planned bicycle facilities as described herein. The classifications are described in order of the level of separation between bicyclists and motorists. Shared-use paths offer the most separation, while bicycle routes would require bicyclists to ride alongside motorists.

- **Shared-use paths (Class I):** Off-road pathways designed for people walking, biking, and rolling (e.g., skateboard or scooter).
- **Separated bike lanes (Class IV):** A designated lane separated from vehicular traffic by a buffer with vertical protection (e.g., flexible posts, planters, parked vehicles, curbs).
- **Buffered bike lanes (Class II):** A designated bicycle lane adjacent to vehicular traffic separated by a striped buffer area on the pavement.
- **Standard bike lanes (Class II):** A designated bicycle lane directly adjacent to vehicular traffic.
- **Bicycle boulevards (Class III):** Bicyclists share a lane with vehicular traffic and are identified with bicycle signage and pavement markings to increase driver awareness of bicyclists and aid bicyclists with navigation; however, bicycle boulevards include traffic-calming treatments and are solely implemented on low-speed (i.e., less than 25 miles per hour) and low-volume (i.e., less than 3,000 vehicles per day) streets to ensure they are low-stress facilities.
- **Bicycle routes (Class III):** Bicyclists share the lane with vehicular traffic and are identified with bicycle signage and pavement markings to increase driver awareness of bicyclists and aid bicyclists with navigation. The City is phasing out this type of route within the bicycle network and upgrading to other facility types.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-4** Build and maintain a safe, connected, and equitable bicycle and micromobility network that provides access to community destinations, such as employment centers, transit, schools, shopping, and recreation.

### POLICIES



**Policy C 4.1** **Bicycle Network.** Create and maintain a bicycle-friendly environment in San Mateo and increase the number of people who choose to bicycle.



**Policy C 4.2** **Bicycle Master Plan.** Maintain an updated recommended bicycle network for implementation in the adopted Bicycle Master Plan and related City plans.



**Policy C 4.3** **First- and Last-Mile Connections.** Encourage and facilitate provision of bicycle parking and shared mobility options at transit centers and other community destinations to provide first- and last-mile connections.



**Policy C 4.4 Bicycle and Shared Mobility-Related Technology.** Explore ways to use technology to improve bicycle and shared mobility safety and connectivity.



**Policy C 4.5 Bicycle Improvements.** Require new developments to construct or contribute to improvements that enhance the cyclist experience, including bicycle lanes and bicycle parking.



**Policy C 4.6 Coordination with Other City Projects.** Maximize opportunities to implement bicycle facilities through other City of San Mateo projects.



**Policy C 4.7 Interjurisdiction Coordination.** Continue to coordinate with adjacent jurisdictions and regional partners in the development of connected bicycle and pedestrian facilities and regional trails, as identified in adopted City plans.

**Policy C 4.8 Bicycle Lane Maintenance.** Maintain existing and future bicycle lanes to keep them in a usable and safe condition for cyclists.

## ACTIONS

**Action C 4.9 Bicycle Master Plan Implementation.** Implement the Bicycle Master Plan's recommended programs and projects to create and maintain a fully connected, safe, and logical bikeway network and coordinate with the countywide system. Update the Bicycle Master Plan and related adopted City plans to reflect future bicycle and micromobility facility needs to support the City's circulation network.

**Action C 4.10 Paving Coordination.** Coordinate and fund the implementation of bicycle facilities and pedestrian improvements identified in the Bicycle and Pedestrian Master Plans with the City's paving program.



- Action C 4.11 Connectivity Across Freeway Barriers.** Conduct feasibility studies and design alternatives for overcrossings and undercrossings at US Highway 101 and State Route 92 to facilitate connectivity across major barriers.
- Action C 4.12 Bay Trail.** Identify State and County programs to maintain safe pedestrian and bicycle access to and extension of the San Francisco Bay Trail through coordination with neighboring jurisdictions.
- Action C 4.13 Crystal Springs.** Pursue safe pedestrian and bicycle access to San Francisco Water District lands via Crystal Springs Road through coordination with the Town of Hillsborough and with State and County assistance.
- Action C 4.14 Bicycle Detection Devices.** Install signal modifications on existing and planned bikeways to detect bicyclists and micromobility users' presence at intersections and facilitate their safe movement through the intersection.
- Action C 4.15 Increased Bicycle Capacity on Caltrain and SamTrans.** Coordinate with Caltrain and SamTrans to support/increase bicycle capacity on transit vehicles and to provide an adequate supply of secure covered bicycle and micromobility parking at Caltrain stations, transit centers, and major bus stops.

## TRANSIT SERVICES

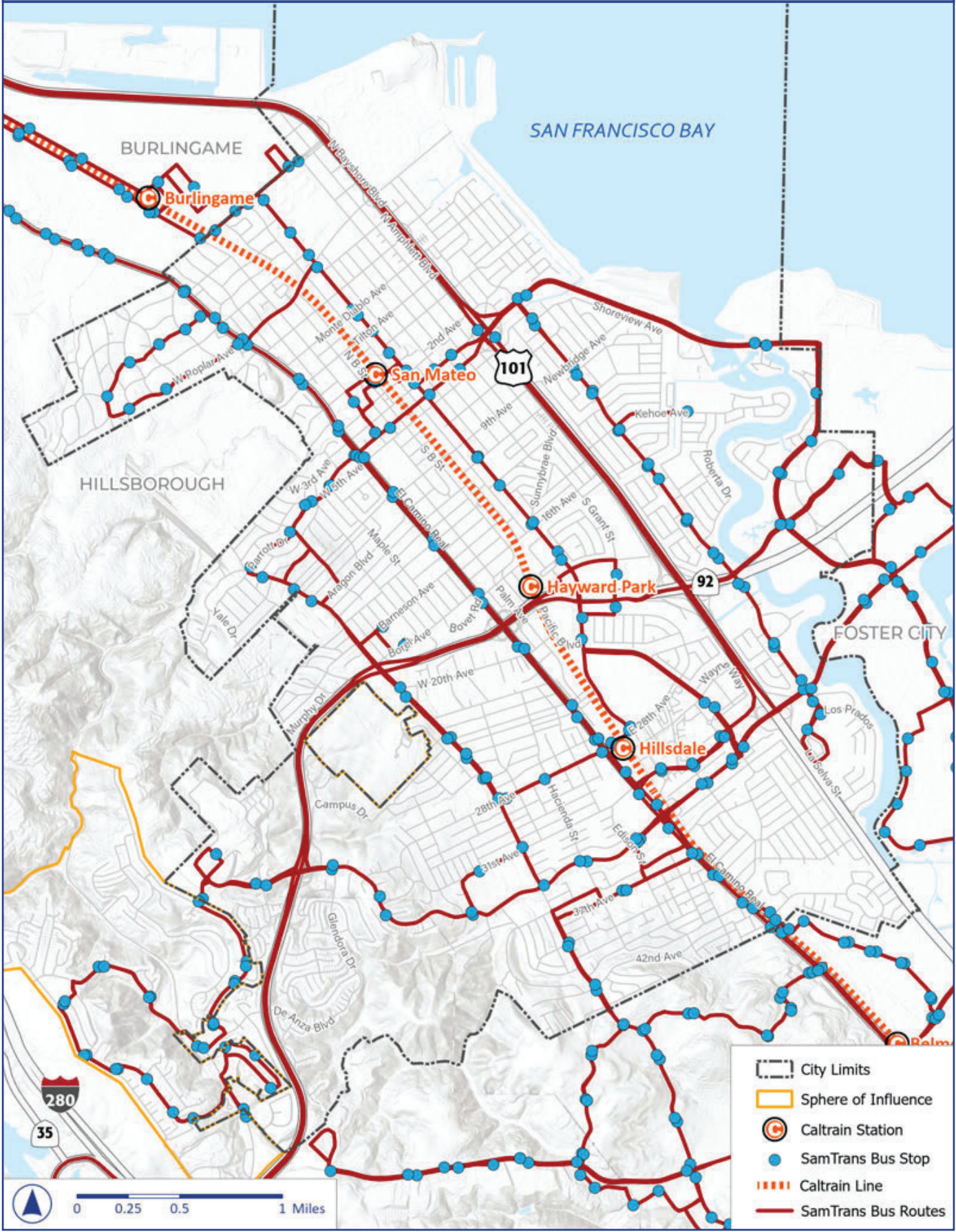
Public transit plays an important role in the multimodal transportation network by providing an efficient and affordable transportation option, offering equitable, economic, and community health benefits. Transit providers' primary objectives are to increase mobility options, reduce congestion, improve the environment by reducing GHG emissions, and contribute to the region's economic success by connecting workers, visitors, and other travelers to their destinations. Transit service is most successful in reaching these goals when there is a land use pattern focusing housing and jobs near transit, as the General Plan Land Use Map (Figure LU-1 in the Land Use Element) aims to do.

Local transit services are primarily provided by Caltrain, a commuter rail system, and SamTrans, a public bus service. Additional shuttle services are funded by various agencies and private companies that offer first- and last-mile connections from Caltrain stations. Figure C-2 shows the Caltrain stations and SamTrans bus stops and routes within San Mateo as of 2023.

Caltrain provides multiple connections to other transit operators around the Bay Area, enabling travelers to reach regional destinations. In San Mateo, Caltrain has three stations: San Mateo Station, Hayward Park Station, and Hillsdale Station, of which, the Hillsdale Station has express service (i.e., Baby Bullet). To improve commuter rail service, Caltrain adopted the Caltrain 2040 Long Range Service Vision to guide the long-range development of rail service. The Vision plans for a future with substantially expanded rail service and new regional and mega-regional connections and includes a business plan to work towards the vision. As an immediate effort to improve service, Caltrain is working on the Peninsula Corridor Electrification Project, which will provide increased service throughout the network and provide the infrastructure needed for High-Speed Rail.



Figure C-2 Transit Routes



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



There are multiple SamTrans bus routes that operate within and through the City Limits. These routes connect to Caltrain and Bay Area Rapid Transit (BART) stations, and local and regional destinations, such as the San Mateo Central Park, Downtown, Hillsdale Shopping Center, and San Francisco International Airport. SamTrans' long-range service plan, called ReImagine SamTrans, plans for operational improvements such as increased bus frequency and new routes and connections, including enhanced transit access on the El Camino Real corridor. SamTrans is also developing transit plans that will provide improved access and frequency along the El Camino Real corridor.

Although the City does not directly provide transit service, there are many things the City can do to make it easier, safer, and more appealing to use transit in San Mateo. The City's Complete Streets Plan includes policy guidance and proposes improvements for pedestrian, bicycle, and micromobility connections to transit. Further, the Transit-Oriented Development Pedestrian Access Plan identifies specific improvements to enhance pedestrian access to the City's current transit stations. Creating a circulation system that improves access to transit centers and stops, requiring new development projects to include transit supportive features, and working collaboratively with the transit providers to improve the system will bolster transit service in the community.

The City can also support transit providers to make improvements that would encourage ridership, such as:

- Transit priority treatments, such as signal priority, on high-frequency transit corridors.
- Extended hours to provide service for shift workers.
- Free Clipper cards to youth/students.
- Bus rapid transit (BRT), on-demand transit, or microtransit services in San Mateo.
- Caltrain modernization, electrification, transit experience improvements, and increased service frequency.
- Implementation of Caltrain's business plan, including increased service to San Mateo's three stations.
- Caltrain station access improvements such as sidewalks and bikeways near each station that are designed to provide safe and convenient access to and from transit.
- Regional transit integration and expansion to improve seamless access to BART, High-Speed Rail, and other regional transit systems.





## GOALS, POLICIES, AND ACTIONS

**GOAL C-5** Make transit a viable transportation option for the community by supporting frequent, reliable, cost-efficient, and connected service.

### POLICIES



**Policy C 5.1** **Transit Ridership and Frequency.** Support SamTrans and Caltrain in their efforts to increase transit ridership and frequency of transit services.



**Policy C 5.2** **Caltrain and SamTrans.** Support Caltrain and SamTrans as critical transit service providers in the city and Peninsula.



**Policy C 5.3** **California High-Speed Rail.** Support and facilitate local and regional efforts to implement High-Speed Rail. Work to provide multimodal connections between San Mateo and planned High-Speed Rail stations.

**Policy C 5.4** **Safety at At-Grade Rail Crossings.** Eliminate existing at-grade rail crossings to improve safety and local multimodal circulation.



**Policy C 5.5** **Transit Improvements.** Support implementation of transit improvements by local and regional transit providers.



**Policy C 5.6 Transit Safety.** Prioritize improvements that enhance pedestrian connectivity to transit and increase safety, access, and comfort at transit centers and bus stops in equity priority communities, along commercial corridors, and in dense, mixed-use neighborhoods.



**Policy C 5.7 Transit Access in New Developments.** Require new development projects to incorporate design elements that facilitate or improve access to public transit.

**Policy C 5.8 Transit Education.** Educate the public about the benefits of transit use.

**Policy C 5.9 Paratransit.** Support San Mateo County's efforts to provide paratransit services in the city.

## ACTIONS

**Action C 5.10 Grade Separation Study.** Conduct a grade separation feasibility study for all at-grade rail crossings in San Mateo. Identify funding to complete these grade-crossing improvements.



**Action C 5.11 Transit Experience Improvements.** Prioritize installing new transit shelters and benches or other seating and an energy-efficient street lighting program at transit stops using SamTrans standards in equity priority communities and areas that improve transit access, safety, and experience.



**Action C 5.12 Shuttle Programs.** Continue to support public shuttle programs connecting to Caltrain stations. Work to expand public awareness and access to shuttles and expand shuttle service. Support the implementation of publicly accessible private shuttles.

**Action C 5.13 Safe Routes to Transit.** Prioritize bicycle and pedestrian improvement projects that provide safe and equitable access to transit stops.

## ROADWAY NETWORK IMPROVEMENTS

A well-planned roadway network is key to supporting safe and efficient travel for all users and accomplishing the transition to a multimodal system, as described throughout this element. Different modes of transportation have different infrastructure needs; by prioritizing improvements that support multiple modes, the City can meet the needs of multiple users. For example, adding bicycle lanes can make bicycling safer and more convenient, encouraging more people to bike instead of drive while also reducing traffic congestion for those who do drive. Another example is lowering vehicle speeds and installing traffic-calming measures in residential neighborhoods improves safety for all roadway users, making walking and bicycling more viable transportation options.

To identify future improvements needed to support the shift to a truly multimodal roadway network, the City will evaluate and consider adopting a Multimodal Level of Service (MLOS) standard or other transportation metric. MLOS is a rating system used to evaluate roadway operation efficiency for vehicles, pedestrians, bicyclists, transit, and other roadway users in place of Level of Service standards that consider vehicles only.

Decisions about appropriate improvements are also made based on the role of a roadway within the city's network. Roadway improvements may include traffic signal installation, signal timing adjustments for



different modes, and upgrading traffic signals to give priority to emergency vehicles. Some funding sources for roadway maintenance and improvements can only be used for specific roadway classifications.

Figure C-3 shows the existing roadway classifications in San Mateo as identified by Caltrans. The City uses the Caltrans roadway classifications to:

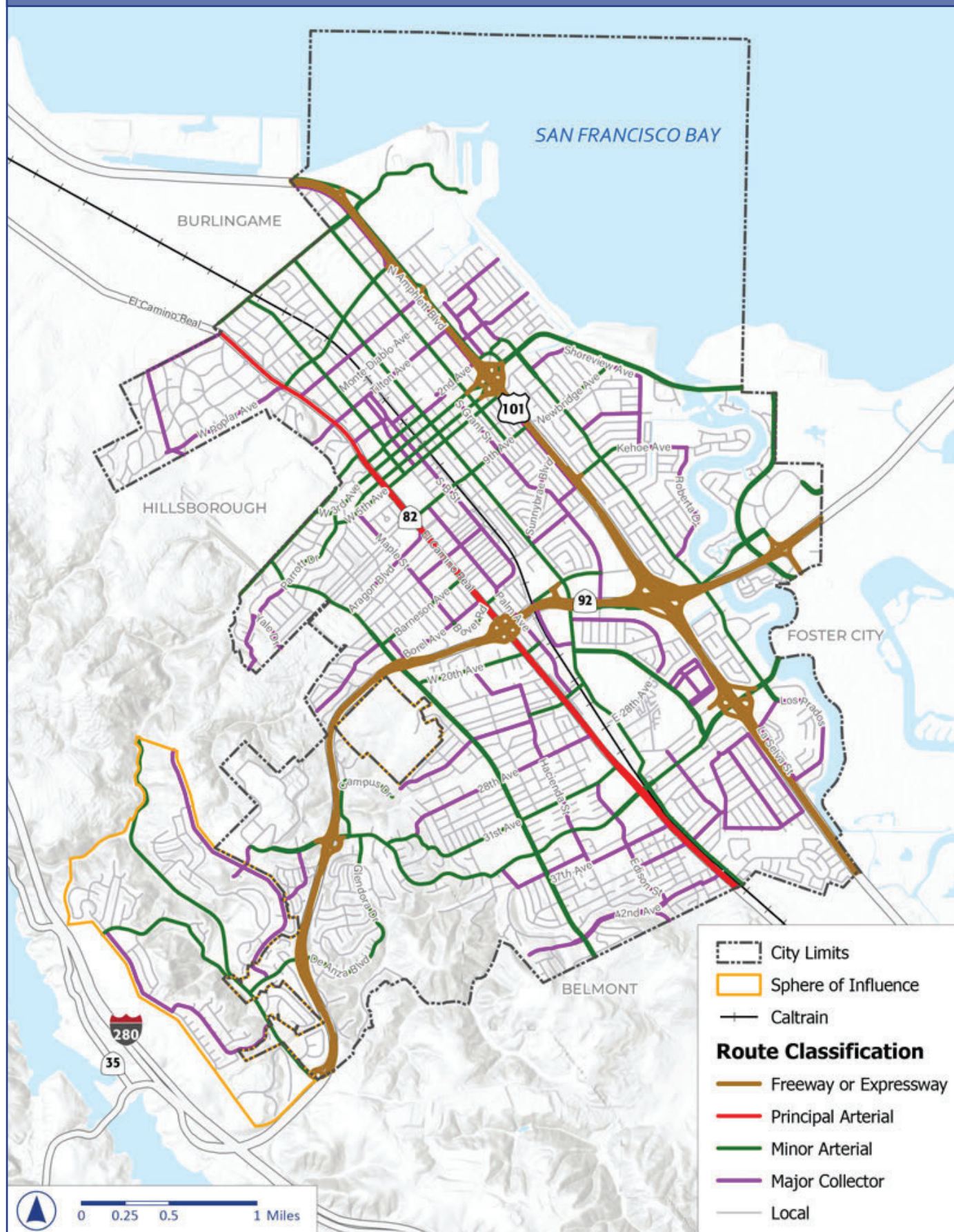
- Define the function of various street types in the transportation network;
- Monitor performance and track multimodal use; and
- Plan for improvements needed to accommodate changes in traffic over the life of the Strive San Mateo General Plan 2040.

In addition, the City aligns with the Caltrans roadway classifications to receive State funding for roadway improvements. However, the Caltrans roadway classifications may not capture on-the-ground conditions for all roadway segments. To ensure that the roadway classifications meet the community's intended use of the street network, the City plans to request that Caltrans update the roadway classifications using the framework of the City's Complete Streets Plan as a guide for the suggested changes.

The roadway classification definitions below are based on the definitions from Caltrans and the Federal Highway Administration. These definitions include the annual average daily trip volume for each classification. The surrounding land uses will influence the actual volumes for each roadway in San Mateo.

- **Freeways or Expressways.** Freeways and expressways have directional travel lanes that are usually separated by a physical barrier, and their access and egress points are limited to on- and off-ramp locations or a very limited number of at-grade intersections. The annual average daily traffic volume for freeways and expressways is 13,000 to 55,000 trips. US Highway 101 and State Route 92 are the two freeways in San Mateo.
- **Principal Arterials.** Principal arterials are the main streets within the city that carry the greatest number of users and serve the largest area. Unlike a freeway, travelers can access destinations directly from the arterial through driveways and at-grade intersections with other roadways. The annual average daily traffic volume for principal arterials is 7,000 to 27,000 trips. El Camino Real is the only principal arterial in San Mateo.
- **Minor Arterials.** Minor arterials are used for trips of moderate length, serve smaller geographic areas than principal arterials and offer connections between principal arterials and other roadways. The annual average daily traffic volume for minor arterials is 3,000 to 14,000 trips.
- **Major Collector.** Major collectors gather traffic from local roads and funnel it to arterials. Compared to local roadways, major collectors are longer, have fewer driveways, have higher speed limits, and may have more travel lanes. The annual average daily traffic volume for major collectors is 1,100 to 6,300 trips.
- **Local.** Local roads are the largest percentage of roadways in terms of mileage. These provide direct access to abutting land. They may be designed to discourage through traffic; they are not intended to cover long distances. The annual average daily traffic volume for local roads is 80 to 700 trips.

Figure C-3 Existing Caltrans Roadway Classification Map



Source: ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.





In addition to planning and building physical improvements to the roadway network, the City is also responsible for maintaining streets, bridges, bicycle paths, signage, lighting, sidewalks, and other transportation facilities so that all users can travel safely and efficiently. Preventative maintenance of roadways and infrastructure keeps costs lower in the long term, and results in accessible, safe, and easy to navigate surfaces that improve conditions for motorists, bicyclists, and pedestrians.

Roadway improvements and congestion reduction in San Mateo require a collaborative approach because the roadway network is regulated by multiple entities with roles that sometimes overlap. For example, US Highway 101, State Route 92, and El Camino Real are all Caltrans facilities that are not controlled by the City. At the regional level, the City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency for the County, is responsible for developing and updating a variety of transportation plans and programs while the SMCTA is an independent agency that administers funding generated by the voter-approved countywide transportation sales tax. At the local level, the City of San Mateo Public Works Department operates, maintains, and improves City-owned infrastructure, including roadways, bicycle facilities, and pedestrian facilities.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-6** Achieve a transportation system that prioritizes user safety, accommodates future growth, reduces VMT per capita, and maintains efficient and safe operations for all modes and all residents.

### POLICIES

**Policy C 6.1 Roadway Operations.** Maintain acceptable roadway operations for all intersections and all modes within the city.

- Policy C 6.2 Circulation Improvement Plan.** Maintain a transportation network that will accommodate future growth, reduce VMT per capita, and equitably implement complete streets.
- Policy C 6.3 Local Transportation Analysis.** Require site-specific transportation impact analysis following the City's adopted Transportation Impact Analysis (TIA) Policy for development projects where there may be an adverse condition or effect on the roadway system.
- Policy C 6.4 Operations Analysis for Development Projects.** Require new development to determine the need for new or modified circulation improvements, operations, or alignments where developments identify operational deficiencies that were not previously identified in a transportation impact fee study. Require development applicants to prepare an analysis to determine the need for modifications, such as signalization, turn restrictions, roundabouts, etc. Require applicants to fund identified off-site improvements if warranted, as determined by the legally appropriate transportation analysis, and as approved by City staff.
- Policy C 6.5 Neighborhood Traffic.** Implement traffic-calming measures on residential streets to reduce the volume of pass-through traffic and vehicular speeds.
- Policy C 6.6 Truck Routes.** Maintain and update the truck route network to use roadways that are adequately designed for truck usage and minimize potential conflicts with other transportation modes.
- Policy C 6.7 Capital Improvement Program (CIP).** Prioritize improvements that increase person throughput, such as increased pedestrian, bicycle, and transit access, that work toward achieving the City's goal of reducing VMT.
- Policy C 6.8 Emergency Signal Preemption.** Require new and upgraded signals to include preemption for emergency vehicles to maintain and enhance emergency response times.

## ACTIONS

- Action C 6.9 Traffic Calming Policy.** Evaluate whether updates are needed to the City's Neighborhood Traffic Management Program to determine if the program should be expanded to include major and minor collectors and arterials.
- Action C 6.10 Network Operations Standard.** Evaluate and adopt an operational metric for all roadway users that accounts for the safe, equitable, and efficient roadway access.
- Action C 6.11 Prioritization and Timing of Roadway Improvements.** Revise the Capital Improvement Program (CIP) prioritization system to include additional criteria, such as: potential to reduce vehicle miles traveled (VMT) per capita; proximity to high-injury locations identified in the Local Roads Safety Plan; eligibility and availability of grant or other funding source; benefit or harm to equity priority communities; and correlation with the distribution and pace of development, reflecting the degree of need for mitigation.

**Action C 6.12 Congestion Management.** Work with neighboring agencies and regional partners, such as the City/County Association of Governments of San Mateo County (C/CAG), to implement traffic management strategies and technologies, such as signal coordination, to manage local traffic congestion.

**Action C 6.13 Street Classification Update.** Request that Caltrans and the Federal Highway Administration update their functional roadway classifications based on the roadway network framework defined by the Complete Streets Plan.

## PARKING AND CURBSIDE MANAGEMENT

Driving is part of a multimodal transportation network, which requires consideration of vehicle parking. Efficient management of parking is important to support economic growth, environmental sustainability, and transportation equity. Many San Mateo residents currently drive to their destinations, which leads to demand for vehicle parking. However, parking requires valuable real estate, whether on-street, off-street, or at the curb, and making parking abundant and readily available may encourage additional vehicle trips. As the competing demands for land increase, the City is exploring strategies that manage the curbside and leverage innovative tools and technologies that support a more sustainable and equitable parking system to more fully support the multimodal network.

On-street parking is often in high demand by motorists who prefer to park near their destination. The on-street public right-of-way has competing priorities throughout the city, necessitating decisions about how to best allocate this limited space for vehicle circulation, parking, bicycling, pedestrians, parklets, and loading. Effective curb management strategies, such as maintaining flexible curb space that can be easily used for multiple purposes, can help the City meet these future needs for this critical right-of-way.

New development projects evaluate and provide parking that is appropriate for all travel modes, and the City operates public off-street parking structures within the Downtown core. Space or structures for parking add significant cost to new development, which translates into higher rents for residents and businesses, and also encourages driving. In some cases, sharing parking resources can help to reduce both the amount of parking provided on-site as well as the cost of building. Provision of parking at levels that meet needs without inducing additional trips or hindering development is a key part of the City's future multimodal network.



Parking, especially structured parking, is very expensive to build and is a significant factor in the cost of new development. As one strategy to reduce the cost of building needed new housing, California has explored State laws that limit local governments' ability to require parking as part of new development. For example, in 2022, California passed Assembly Bill (AB) 2097, which prohibits minimum parking requirements for most development projects within a half-mile radius of a major transit stop. As the State continues to grapple with solutions to California's housing crisis, it is possible that there could be additional future legislation that affects parking requirements and regulations in San Mateo.

## GOALS, POLICIES, AND ACTIONS

**GOAL C-7** Use parking, enforcement, and curb management strategies to effectively administer parking supply and maximize use of public assets.

### POLICIES



**Policy C 7.1** **Parking Management.** Manage parking through appropriate pricing, enforcement, and other strategies to support economic growth and vitality, transportation equity, and environmental sustainability. Ensure that the available parking supply is used at levels that meet ongoing needs without inducing additional demand or hindering future development.



**Policy C 7.2** **Shared Parking.** Encourage new and existing developments, especially those in mixed-use districts, to share parking between uses to maximize the existing parking supply, minimize the amount of new parking construction, and encourage "park once" behavior in commercial areas.

**Policy C 7.3** **Public Parking.** Maximize opportunities to expand the availability of existing parking by supporting the use of public/shared parking at private developments, discouraging reserved parking at new developments, providing incentives for developments to include shared/public parking, and allowing developers to fund public parking in-lieu of meeting parking demand/requirements on-site.



**Policy C 7.4** **Bicycle Parking.** Require the provision of bicycle parking as part of new private developments.

**Policy C 7.5** **Curbside Management.** Manage the supply and use of the curb to maintain an optimal balance between mobility, storage, placemaking, and loading uses allowing for flexibility for adaptive re-use, safety improvements, and activation of curb space whenever possible.

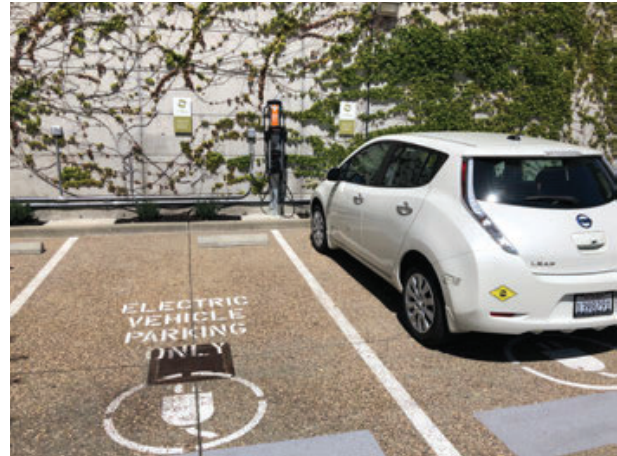
**Policy C 7.6** **Loading for New Development.** Require adequate loading to meet the needs of new development, including evaluation of shared use of loading zones.

## ACTIONS

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- Action C 7.7 Parking Requirements.** Evaluate options to amend minimum parking requirements, consistent with State and regional policy, to provide parking appropriate to the context of the development and support the multimodal transportation network, such as parking maximums or parking demand analyses.
- Action C 7.8 Parking Management Strategies.** Deploy enhanced parking management strategies, parking enforcement, and evaluate dynamic parking pricing strategies that fluctuate based on peak parking and/or district-level parking demands.
- Action C 7.9 Curbside Management Strategies.** Evaluate and implement curb management strategies, such as incentivizing or discouraging certain types of trips, mode choices, and behaviors in favor of broader mobility goals.
- Action C 7.10 Emerging Technology for Curbside Management.** Evaluate and implement performance monitoring and evaluation systems, such as digitization of curbside assets, to dynamically manage evolving curbside demands.
- Action C 7.11 Truck Loading.** Evaluate and implement ways to reduce conflicts between truck loading and pedestrian, bicycle, and transit networks.
- Action C 7.12 Public Bicycle Parking.** Install safe, useful, and convenient short- and long-term bicycle parking facilities in the public right-of-way or near key destinations, City facilities, and transit facilities.
- Action C 7.13 Mechanical Parking Lift.** Adopt and maintain a code or policy that sets standards for mechanical parking lift systems.
- Action C 7.14 Off-Street Parking Incentives.** Explore a new policy or code amendment that would provide incentives to projects in exchange for providing additional off-street parking in neighborhoods that have on-street parking capacity issues, such as areas in the North Central Neighborhood.





## FUTURE MOBILITY AND TECHNOLOGY

Transportation technology is an important component in transportation network management today. Intelligent transportation systems allow for improved emergency response times, congestion relief, and safety benefits for all users. Active network management can share real-time information with roadway users to help inform their travel patterns. Technology will continue to be important to help manage future increased demand on the City's transportation network.

Additionally, advancement in mobility technologies and services is fueling rapid changes in travel behavior, transportation options, and land use. Future transportation technologies, such as autonomous vehicles (AVs), electric-assist bicycles and scooters, shared mobility options, micromobility devices, ride sharing, advancements in transit operations, and other transportation innovations, will greatly impact the future of mobility by:

- Expanding public transit service and connections to transit
- Affecting whether and how often people drive
- Increasing or decreasing VMT
- Changing how deliveries are made and how goods travel along the transportation network.

As new transportation innovations emerge, the City will work to ensure equitable deployment and responsive transportation solutions to accommodate technology that supports the multimodal goals in this element. At a regional level, the City will continue collaborating with Caltrain and SamTrans to improve transit operations in San Mateo as new technologies come online.



## GOALS, POLICIES, AND ACTIONS

**GOAL C-8** Build a values-driven regulatory, management, and partnership framework that flexibly encourages emerging transportation technologies in service of City and community goals.

### POLICIES



**Policy C 8.1 Emerging Technologies.** Monitor, evaluate, test, and implement new technologies that expand options for safe and efficient trip making.



**Policy C 8.2 Equitable Mobility Options.** Ensure that the needs and perspectives of residents of equity priority communities as well as those who speak limited English, and low-income, senior, and disabled travelers are considered in the design, deployment, and management of new mobility services and technologies.

**Policy C 8.3 Mobility Data.** Leverage mobility data to support new policies, investments, and programmatic actions in service of City goals.

### ACTIONS

**Action C 8.4 Umbrella Regulations for Modern Mobility.** Develop comprehensive regulations and infrastructure standards that are not exclusive to specific service providers and that support a spectrum of digital information, micromobility services, and emerging technologies, such as autonomous vehicles.



**Action C 8.5 Strategic Partnerships and Pilots.** Create strategic partnerships and pilots with shared mobility service providers and community organizations that increase mobility options for residents.

**Action C 8.6 Future-Ready Infrastructure.** Establish public realm policies and tools that reflect San Mateo's goals and priorities in the design and management of streets, curbs, sidewalks, and parking facilities to account for emerging mobility trends and changes in demand over time.

**Action C 8.7 Equitable Mobility Technology.** Develop an equitable mobility policy, including a data-sharing policy, for vendors to ensure equitable deployment of emerging mobility options with consideration of residents who may be digitally challenged.

**Action C 8.8 Intelligent Transportation Systems.** Evaluate and deploy Intelligent Transportation Systems (ITS) measures to efficiently manage traffic operations and incident response, enhance transit service efficiency, and better detect and prioritize the travel and safety of people walking and biking.

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# CHAPTER 5

## Community Design and Historic Resources Element







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# COMMUNITY DESIGN AND HISTORIC RESOURCES ELEMENT

## INTRODUCTION

The Community Design and Historic Resources Element sets the policy framework for San Mateo's physical form, which is shaped first by nature and then by human factors. The natural context that has shaped the community and its history includes the city's topography, sloping from the undeveloped foothills to the San Francisco Bay, as well as the urban forest. Human factors in San Mateo's community design includes the architecture of historic and new buildings, the public spaces where people gather, gateways or entrances to the city, street trees lining neighborhoods, and art decorating public spaces. Urban design distinguishes the characteristics of specific areas, like residential neighborhoods and shopping districts, through differences in landscaping, building size and orientation, and treatment of access, entryways, and parking. Archaeological resources and cultural resources that are culturally significant to Native American tribes also serve as important connections to the city's rich history.

This element includes goals, policies, and actions focused on improving the city's urban tree canopy, enhancing the visual and architectural character of mixed-use and commercial areas, and encouraging the design of residential buildings that complement the neighborhood's visual and architectural character. It also includes guidance for the preservation of historic, archaeological, and cultural resources that help maintain San Mateo's unique identity. This element encourages new mixed-use and commercial development that respects the scale and rhythm of the surrounding buildings and provides human-scale design that cultivates pedestrian activity.

The Community Design and Historic Resources Element addresses the following:

- Natural Setting and the Urban Forest
- Archaeological and Paleontological Resources and Tribal Cultural Resources
- Historic Resources
- City Placemaking
  - » Sustainable Design
  - » Gateways
  - » Corridors
  - » Public Art
- Elements of Design
  - » Residential Neighborhoods
  - » Mixed-Use and Commercial Areas



## RELEVANCE TO GENERAL PLAN THEMES



### **Sustainability in this Element:**

- Encourages sustainable design features and elements into the design of new buildings.
- Supports new development that respects and responds to the natural topography of San Mateo and minimizes grading.
- Promotes the preservation of protected heritage trees and requires tree planting for new developments, which helps sequester carbon from the atmosphere.
- Supports the preservation of historic resources by retaining existing buildings, which reduces the consumption of new construction materials, uses less energy, and sends less waste to landfills.



### **Environmental Justice in this Element:**

- Adds climate-adapted trees in neighborhoods with less street tree canopy.
- Explores funding sources and other forms of City support for low-income homeowners to plant and/or replace trees on their properties.



### **Community Engagement in this Element:**

- Collaborates with Native American representatives to identify locations of importance to Native Americans, including archaeological sites, sacred sites, traditional cultural properties, and other types of tribal cultural resources.
- Increases public appreciation of historic resources by supporting groups and organizations who provide neighborhood workshops, public presentations, interpretive signage, and walking tours.
- Supports community involvement in the City's efforts to develop and maintain an attractive urban fabric that reflects San Mateo's unique visual and architectural character.
- Encourages the use of outreach and engagement methods that include broad representation and are culturally sensitive.



## NATURAL SETTING AND THE URBAN FOREST

The natural setting of San Mateo is the foundation of its unique character and sense of place. San Mateo is set between two dominant physical features: San Francisco Bay and the ridge of hills along the western border. The city has developed between these two natural features following early transportation corridors, and the bay and western hills remain important natural views from many places in the city. Other key natural features of San Mateo include Coyote Point County Park, the Marina Lagoon, San Mateo Creek, and Laurelwood/Sugarloaf Park. The city also has a 3-mile length of shoreline along the San Francisco Bay, which includes a scenic vista point at Seal Point Park. San Mateo County's General Plan also designates the area surrounding Interstate 280 as a scenic corridor.

The City's urban forest—including both public and privately owned trees—is also a key part of the community's identity and quality of life. Trees contribute to the visual character of a neighborhood and can improve the aesthetics in commercial areas. Regular spacing of trees that are similar in form and texture provides order and coherence and gives scale to the street. A canopy of branches and leaves creates a sense of enclosure and comfort and provides shade, which will be increasingly important not only for aesthetics but for reducing building energy use and the urban heat island effect in a warming climate. While some city streets, such as Aragon Boulevard between El Camino Real and Maple Street, are lined with trees, the tree canopy is sparse in other areas.

This section provides policy direction for preserving and enhancing San Mateo's natural setting, minimizing the impact of hillside development, and protecting and improving the urban tree canopy. Goals and policies focused on access to nature and open space lands, natural resources, and parks and recreation can be found in the Conservation, Open Space, and Recreation Element. Strategies to combat climate change are further discussed in the Land Use Element and in the City's Climate Action Plan.



## GOALS, POLICIES, AND ACTIONS

**GOAL CD-1** Preserve and enhance San Mateo's natural setting as an irreplaceable asset that is the physical foundation of the community.

### POLICIES



**Policy CD 1.1** **Respect for the Landscape.** Encourage new development to respect and respond to the natural topography of San Mateo.

**Policy CD 1.2** **Preservation of Natural Views.** Preserve and enhance, to the extent feasible, publicly accessible views to the undeveloped foothills and the San Francisco Bay through the design of new development.

**Policy CD 1.3** **Scenic Corridors.** Require new development adjacent to designated scenic corridors within San Mateo County's General Plan to protect and enhance the visual character of these corridors to the extent feasible.

**GOAL CD-2** Minimize the impact of hillside development on the natural environment and public safety.

### POLICIES

**Policy CD 2.1** **Hillside Development Principles.** Require hillside development to minimize impacts by preserving the existing topography, limiting grading or cuts and fills, clustering development, and identifying opportunities for restoration or re-wilding. Limit development on steep hillsides with a 30 percent or higher slope.

**Policy CD 2.2** **Minimal Impacts.** Require new development to preserve natural topographic forms and to minimize adverse impacts on vegetation, water, soil stability, and wildlife resources.

**GOAL CD-3** Protect heritage trees, street trees, and tree stands and maintain the health and condition of San Mateo's urban forest.

### POLICIES



**Policy CD 3.1** **Tree Preservation.** Continue to preserve heritage and street trees throughout San Mateo, where feasible.





**Policy CD 3.2 Replacement Planting.** Require appropriate replacement planting or payment of an in-lieu fee when protected trees on public or private property are removed.



**Policy CD 3.3 Tree Protection During Construction.** Require the protection of trees during construction activity; require that landscaping, buildings, and other improvements adjacent to trees be designed and maintained to be consistent with the continued health of the tree.



**Policy CD 3.4 Public Awareness.** Pursue public awareness and education programs concerning the identification, care, and regulation of trees.



**Policy CD 3.5 Tree Maintenance.** Preserve and regularly maintain existing City-owned heritage and street trees to keep them in a safe and healthy condition.



**Policy CD 3.6 New Development Street Trees.** Require street tree planting where feasible as a condition of all new developments.



**Policy CD 3.7 Street Tree Equity.** Plant new street trees to increase the tree canopy throughout the city, especially in gateway areas and in tree-deficient neighborhoods; encourage neighborhood participation in tree planting programs; and incorporate programs for long-term care and maintenance of the new street trees.



**Policy CD 3.8 Tree Stand Retention.** Preserve the visual character of stands or groves of trees in the design of new or modified projects, where feasible.

## ACTIONS



**Action CD 3.9 Urban Tree Canopy.** Identify neighborhoods with less street tree canopy and adopt programs to plant climate-adapted trees within the public right-of-way, especially in equity priority communities and areas with a high heat index.



**Action CD 3.10 Tree Planting Funding.** Identify funding sources for tree planting programs for private, residential property on an annual basis.



**Action CD 3.11 Tree Support for Low-Income Homeowners.** Explore funding sources and other forms of City support for low-income homeowners to plant, maintain, and/or replace trees on their property.



**Action CD 3.12 Tree Establishment.** Develop a program and identify funding to support the early establishment and ongoing maintenance of City-owned street trees.

## ARCHAEOLOGICAL AND PALEONTOLOGICAL RESOURCES AND TRIBAL CULTURAL RESOURCES

Archaeological and cultural artifacts are treasures that help to preserve the city's complex history for future generations. The Costanoan people, commonly referred to as Ohlone people, are estimated to have been some of the earliest inhabitants in the area between 5,000 and 7,000 years ago. It is estimated that in 1770, the Ohlone of the Bay Area numbered around 10,000. Forty years later, by about 1810, much of the native population and much of the traditional culture of these people had been destroyed in the face of relentless European encroachment and its devastating impacts – disease, warfare, displacement, and the California mission system. The City acknowledges its history as indigenous land as well as the rich living tribal culture in the Bay Area and strives to protect resources that are culturally significant to present-day Native American tribes through consultation and collaborative relationship-building. Grading and construction in the modern era have eliminated most aboveground record of the region's indigenous inhabitants, but records of these communities may remain undisturbed underground.

Paleontological resources (fossils) are the remains and/or traces of prehistoric plant and animal life exclusive of human remains or artifacts. Fossil remains, such as bones, teeth, shells, and wood are often found in the geologic deposits (rock formations) in which they were originally buried. Due to the scientific and educational value of paleontological resources, they are protected under federal and State law. This section provides policy direction for protecting archaeological, paleontological, and cultural resources. Policy direction for the protection of historic resources can be found under Goal CD-5 of this element.

## GOALS, POLICIES, AND ACTIONS

**GOAL CD-4** Protect archaeological and paleontological resources and resources that are culturally significant to Native American tribes and acknowledge San Mateo's past as indigenous land. Encourage development projects to recognize historical tribal lands.

### POLICIES

**Policy CD 4.1 Archaeological Resource Protection.** Preserve, to the maximum extent feasible, archaeological sites with significant cultural, historical, or sociological merit for present-day residents or Native American tribes.

**Policy CD 4.2 Tribal Cultural Resources.** Preserve areas that have identifiable and important tribal cultural resources and comply with appropriate State and federal standards to evaluate and mitigate impacts to cultural resources, including tribal, historic, archaeological, and paleontological resources.



**Policy CD 4.3 Tribal Consultation.** Consult with Native American representatives, including through early coordination, to identify locations of importance to Native Americans, including archaeological sites, sacred sites, traditional cultural properties, and other types of tribal cultural resources. Respect tribal concerns if a tribe has a religious prohibition against revealing information about specific practices or locations.



**Policy CD 4.4 Potential Archaeological Impacts.** Consistent with the California Environmental Quality Act (CEQA), prior to construction, consult the California Archaeological Inventory Northwest Information Center for project-specific reviews to evaluate the potential for impact on archaeological resources and determine whether or not further study is warranted.

**Policy CD 4.5 On-Site Mitigation.** If development could affect a tribal cultural resource or archaeological resource, require the developer to contact an appropriate tribal representative to train construction workers on appropriate avoidance and minimization measures, requirements for confidentiality and culturally appropriate treatment, other applicable regulations, and consequences of violating State laws and regulations.

**Policy CD 4.6 Paleontological Resource Protection.** Prohibit the damage or destruction of paleontological resources, including prehistorically significant fossils, ruins, monuments, or objects of antiquity, that could potentially be caused by future development.

## ACTIONS

**Action CD 4.7 Preconstruction Investigations.** Consistent with CEQA, establish specific procedures for preconstruction investigation of high- and medium-sensitivity sites identified in the 1983 Chavez investigation, unless superseded by more recent investigations, to assist property owners, developers, and the City in making decisions when archaeological resources may be affected.

**Action CD 4.8 Archaeological Sensitivity Data.** Update and maintain the City's data on areas with high archaeological sensitivity.

**Action CD 4.9 Paleontological Resource Mitigation Protocol.** Prepare a list of protocols in accordance with Society of Vertebrate Paleontology standards that protect or mitigate impacts to paleontological resources, including requiring grading and construction projects to cease activity when a paleontological resource is discovered so it can be safely removed.

## HISTORIC RESOURCES

Spanish exploration of San Mateo began in the 1770s, but European settlement of this area started around 1793 when the San Mateo area became an asistencia, or outpost, for Mission Dolores. After Mexican independence from Spain in 1822, the missions were divided into large land grants. Rancho San Mateo and Rancho de las Pulgas encompassed what became San Mateo.

By the end of the Mexican-American War in 1848, California had become a territory of the United States and obtained statehood two years later. The small village of San Mateo began to develop at the juncture of several stagecoach lines, established in the late 1840s and 1850s, and the San Francisco and San Jose Railroad, which began servicing the community in 1864. San Mateo became a popular destination for tourists visiting Crystal Springs Canyon and for wealthy San Franciscan families, who constructed lavish mansions. The commercial Downtown developed around the intersection of the railroad station and B Street, and schools, utilities, and other public services were established to support the growing population. In 1894, an overwhelming majority of residents voted to incorporate the town of San Mateo.

From the late nineteenth century through the 1930s, numerous residential neighborhoods were established throughout San Mateo, particularly as former estates were sold and subdivided. These include subdivisions in the Central neighborhood in the late nineteenth century, and the San Mateo Park, San Mateo Heights, and Hayward's Addition subdivisions in the early 1900s. Residential development intensified following the 1906 earthquake and fires, with new development concentrated in the Hayward Park, East San Mateo, and North Central neighborhoods. Other notable developments included the Glazenwood neighborhood in the 1920s and the Baywood and Aragon neighborhoods in the 1930s.

As San Mateo's population evolved, it expanded from a town to an established community in the early twentieth century. Large numbers of Irish immigrants arrived in the 1860s and were followed by the first Chinese and Japanese immigrants the following decade. Chinese residents initially formed a small Chinatown at B Street and Second Avenue and later at Claremont Street and First Avenue around 1900. Chinese residents continued to live in small clusters in the Downtown area well into the 1940s. Japanese immigrants who arrived in San Mateo found employment as domestic workers and at the local salt plant; they also opened small businesses in the burgeoning Downtown and became successful gardeners as part of the Peninsula's flower industry. By the turn of the twentieth century, they made up the largest Japanese community in the county. Following World War II, development increased significantly in San Mateo. Significant postwar development included the construction of the Hillsdale shopping center and large-scale residential tract developments west of El Camino Real.



This history is represented in the almost 200 historic resources and two historic districts as identified in the 1989 Historic Building Survey. Approximately 37 of these structures are individually eligible for the National Register of Historic Places. They range from historic buildings in the Downtown to single-family homes from the late nineteenth century. In addition, there are seven historic resources listed on the National Register of Historic Places and seven historic resources on the State Register of Historic Places, as shown in Table CD-1. Figure CD-1 shows the location of the historic districts and resources within San Mateo.

State and federal laws and programs help to protect historic and archaeological resources, including the California Historical Building Code, which preserves California’s architectural heritage by ensuring historic buildings are maintained and rehabilitated in accordance with historically sensitive construction techniques. In addition, the Mills Act, enacted in 1976, provides a property tax incentive to owners of qualified, owner-occupied, historical properties to maintain and preserve the historic property in accordance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

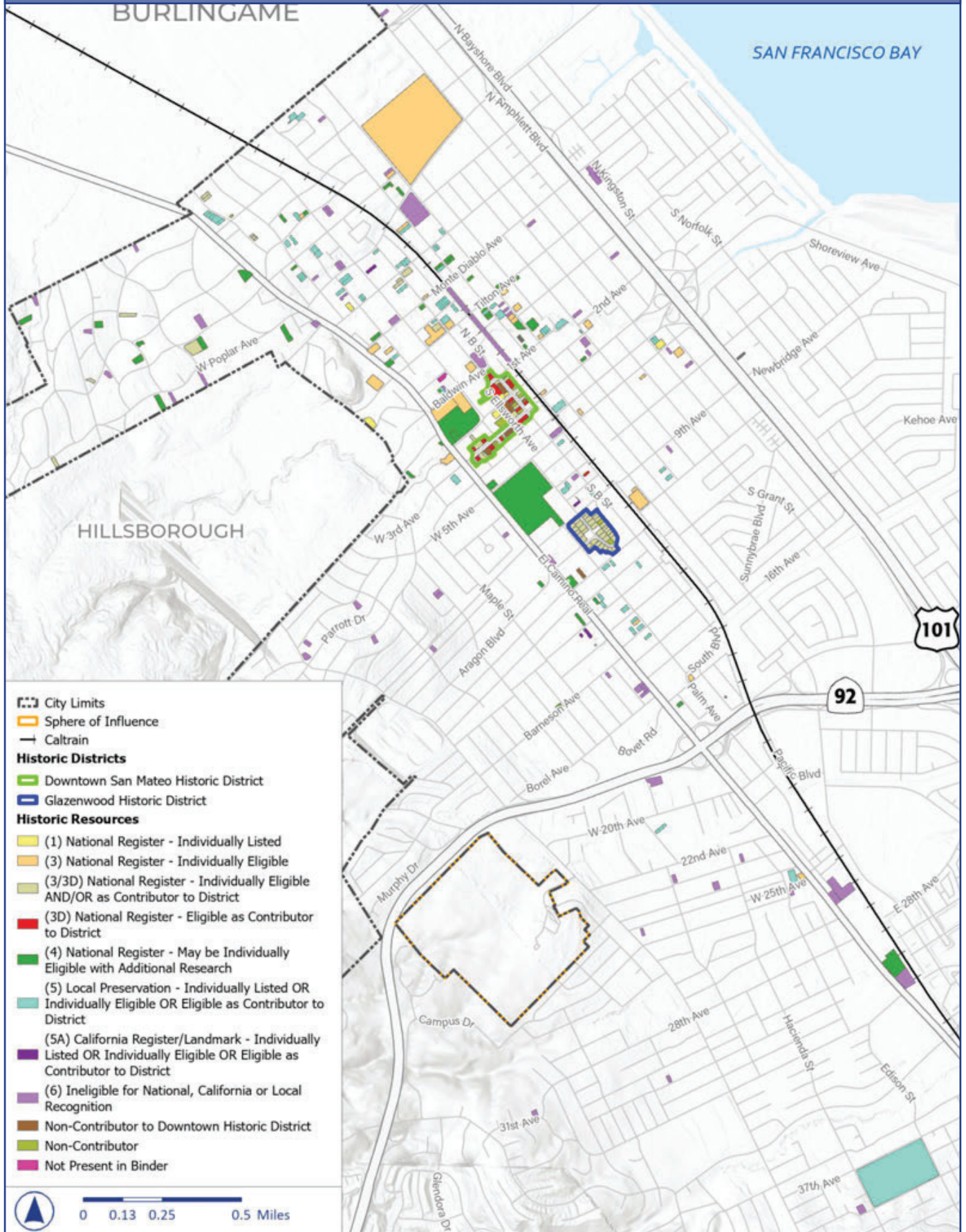
This section provides policy direction for the preservation of historic resources. Goals and policies focused on protecting archaeological and resources that are culturally significant to Native American tribes can be found under Goal CD-4 of this element.

**Table CD-1 National Register and State Register of Historic Places in San Mateo**

Historic Resource Name	Location	National Register	State Register	Year of Construction
Ernest Coxhead House	37 East Santa Inez Avenue	X	X	1891
Vollers House	353 North Claremont Street	X		1891
Hotel St. Matthew	215-229 Second Avenue	X	X	Early 1900
Eugene De Sabla J. Jr. Teahouse and Tea Garden	70 De Sabla Road	X	X	1907
National Bank of San Mateo	164 South B Street	X	X	1924
US Post Main Office – San Mateo	210 South Ellsworth Street	X	X	1935
Baywood Elementary School	600 Alameda de las Pulgas		X	1939
Yoshiko Yamanouchi House	1007 East 5th Avenue	X	X	Mid 1950s



Figure CD-1 Historic Resources in San Mateo



Source: ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL CD-5** Preserve historic and culturally important resources to maintain San Mateo's special identity and continuity with the past.

### POLICIES

**Policy CD 5.1 Comprehensive Approach to Historic Preservation.** Implement a comprehensive approach to historic preservation based on community input and best practices from State and federal agencies, to find an appropriate balance between preservation with other important priorities, such as affordable housing production and supporting local businesses.

**Policy CD 5.2 Historic Preservation.** Actively identify and preserve historic resources and concentrations of historic resources which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, as feasible, when they meet national, State, or local criteria. Historic resources include individual properties, districts, and sites that maintain San Mateo's sense of place and special identity, and enrich our understanding of the city's history and continuity with the past.

**Policy CD 5.3 Historic Resources Definition.** Define historic resources as buildings, structures, sites, and districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.



**Policy CD 5.4 Public Awareness.** Foster public awareness and appreciation of the City's historic resources and educate the community about how to preserve and improve these resources. Increase public appreciation by supporting groups and organizations that provide neighborhood workshops, public presentations, interpretive signage, and walking tours.

**Policy CD 5.5 Historic Resources Renovation and Rehabilitation.** Promote the renovation and rehabilitation of historic resources that conforms to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures and the California Historical Building Code and prioritize historic structures for available rehabilitation funds.

**Policy CD 5.6 Historic Preservation Funding.** Pursue and promote historic preservation funding sources to incentivize the protection of historic resources, such as the California Mills Act Property Tax Abatement Program, Federal and State Historic Preservation Tax Incentives Program, and State Historic Rehabilitation Tax Credit Program.

**Policy CD 5.7 Demolition Alternatives.** Require an applicant to submit alternatives to preserve a historic resource as part of any planning application that proposes full demolition. Implement preservation methods unless health and safety requirements cannot be met or the City Council makes a finding explaining the specific reasons why the social, economic, legal, technical, or other beneficial aspects of the proposed demolition outweigh the unavoidable adverse impacts to the historic resource. If a designated historic resource cannot be preserved, require City approval before the demolition of a historic resource.

## ACTIONS

**Action CD 5.8 Historic Preservation Ordinance.** Update the City's Historic Preservation Ordinance to create a framework for the designation of historic resources and districts, establish review and permitting procedures for historic alterations, demolitions or relocations, be consistent with federal and State standards and guidelines, and align with the other goals and policies outlined in this Element.

**Action CD 5.9 Historic Resources Context Statements.** Prepare a citywide historic context statement to guide future historic resource survey efforts to identify individually eligible resources and historic districts. If a neighborhood is identified as a historic district, prepare a more detailed historic context statement for that individual neighborhood.

**Action CD 5.10 Historic Resources Survey.** Establish and maintain an inventory of architecturally, culturally, and historically significant buildings, structures, sites, and districts. Proactively maintain an up-to-date historic resources inventory by seeking funding opportunities to update the historic survey. Prepare neighborhood-specific historic context statements prior to updating the historic resources survey.

**Action CD 5.11 Preservation Incentives.** Explore the option to create incentives to preserve historic and cultural resources, such as reducing parking and other prescriptive requirements, allowing adaptive reuse, or establishing a transfer of development rights program.

**Action CD 5.12 Historic Resources Design Standards.** Create objective design standards for alterations to historic resources and contributors to a designated historic district, and new development adjacent to historic resources within historic districts. Use the Secretary of the Interior's Standards as the basis for these objective design standards to ensure projects have a contextual relationship with land uses and patterns; spatial organization; visual relationships; cultural and historic values; and the height, massing, design, and materials of historic resources.

**Action CD 5.13 Certified Local Government.** Explore the feasibility of becoming a Certified Local Government (CLG) to become eligible for federal grant funds and technical assistance in support of historic resource preservation efforts.



## CITY PLACEMAKING

San Mateo's image and unique identity is composed of distinct residential neighborhoods, major open spaces, key views and gateways, major corridors, distinct shopping areas, train stations, landscaping, and the spatial arrangement of buildings and architectural styles. Public art can be found throughout the city, from murals and mosaics to interactive sculptures to temporary installations. The city's vibrant Downtown, popular Hillsdale Shopping Center, and active dining scene also contribute to the city's image, create a sense of place for residents, and attract visitors from outside of the city.

### Sustainable Design

Since many goals and policies throughout the Strive San Mateo General Plan 2040 promote San Mateo as a sustainable city, it is important to recognize that site layout and the design of buildings are major factors in meeting the objectives of sustainable design. Sustainability starts in the early design stages of a development, and the Land Use Element includes a number of policies and actions to ensure that features like walkability, transit access, and open space are integrated into new development. High-efficiency heating and cooling equipment and appliances can reduce water use, maximize energy efficiency, and improve indoor air quality, and are called for in the Public Services and Facilities Element. Drought-tolerant landscaping and the use of pervious paving materials can also reduce water waste and runoff into the bay, as noted in the Conservation, Open Space, and Recreation Element. This Community Design and Historic Resources Element focuses on locating and orienting structures on a site to take full advantage of solar access and shading, and to preserve natural resources, such as mature vegetation.

### Gateways

Gateways are the key locations where people enter and leave the city, distinct districts, and neighborhoods. They act as a point of distinction between different areas and contribute to a sense of arrival to one place from another. Gateways into and within San Mateo include El Camino Real as it crosses the north and south borders of the city, entrances from US Highway 101 and State Route 92, or Third Avenue at the edge of Downtown. As gateways convey a sense of arrival and provide initial and lasting impressions, they should be attractive and identifiable. Gateways can express a pleasant welcome through architectural features, landscaping, and art. Signage can also help define city gateways uniformly.

### Corridors

Corridors are the way residents and visitors most commonly see the city as they move through it. A well-designed corridor should connect to important destinations, provide a sense of orientation, be attractive, and project a positive image of the city. It should provide appropriate street width for neighborhood character, adequate lighting, accommodation for pedestrians and bicycles, and public spaces for gathering. Heights, setbacks of buildings, and the color and texture of paving materials should also be considered in corridor design.

Major corridors in the city include El Camino Real, US Highway 101, and the railroad. In addition to this element, the City's El Camino Real Master Plan also provides direction for enhancements to El Camino Real from State Route 92 to the Belmont border, which will further its role as an important community corridor that supports a vibrant mixed-use community.



## Public Art

Public art helps create an inviting atmosphere for gathering, fosters economic development, and contributes to vital public spaces. San Mateo’s Art In Public Places program recognizes that cultural and artistic resources enhance the quality of life for individuals living, working, and visiting the city. The program requires new commercial and multifamily residential projects valued over a certain amount to provide publicly visible art or pay an in-lieu art fee. Since its adoption, the program has resulted in new art installations throughout the city.

This section provides policy direction for developing and maintaining the city’s vibrant image. See the Land Use Element for guidance on different types and locations of future development; the Circulation Element for discussion of roadways, bike paths, sidewalks, and other transportation infrastructure; the Public Facilities and Services Element regarding utility undergrounding; and the Conservation, Open Space and Recreation Element on the importance of parks and open space as integral parts of the community.

## GOALS, POLICIES, AND ACTIONS

**GOAL CD-6** Develop and maintain an attractive urban fabric that reflects San Mateo’s unique visual and architectural character.

## POLICIES

**Policy CD 6.1 Community Cohesion.** Design new private development, streets, and public spaces to enhance social connection by providing human-scale street-fronting uses and community spaces, as appropriate.

**Policy CD 6.2 Gateways.** Develop gateways that visually announce key entrances to San Mateo by maintaining or establishing distinctive architectural, art, or landscape features.



**Policy CD 6.3 Sustainable Design.** Encourage integration of sustainable design features and elements into the design of new buildings, including locating and orienting buildings to access solar exposure, preserving mature vegetation to the extent feasible, and using green building materials.

**Policy CD 6.4 El Camino Real (SR-82) Corridor.** Strive to make El Camino Real a destination, not just a corridor for people to pass through, by encouraging improvements to the public right-of-way and private properties along El Camino Real that will make the corridor safer and more attractive for all users. Examples of such improvements include redesigned transit stops, an improved pedestrian realm, and updated/improved building façades. Incorporate the Guiding Principles of the Grand Boulevard Initiative into future plans for the El Camino Real corridor in San Mateo.

**Policy CD 6.5 US Highway 101 Frontage.** Encourage upgrading of the appearance of US Highway 101 and properties adjacent to the freeway through design treatment, screening, and right-of-way landscaping.

**Policy CD 6.6 Signage.** Maintain signage controls that appropriately regulate the design, size, type, illumination, and quantity of signs visible from corridors and create consistent signage that reinforces San Mateo's unique identity.

**Policy CD 6.7 Public Open Space Design.** Seek opportunities to establish public open spaces in new developments and new public buildings, and promote innovative and creative designs to create exceptional, unique, and functional spaces. Require signage that clearly delineates these spaces as publicly accessible.

**Policy CD 6.8 Public Art.** Continue to require public art as part of new development and ensure the art is visible and accessible to the public. Support public art as a resource that enhances the quality of life for individuals living in, working in, and visiting the city, improves the quality of the urban environment, and increases property values.



**Policy CD 6.9 Inclusive Outreach.** Involve the community in the City's efforts to develop and maintain an attractive urban fabric that reflects San Mateo's unique visual and architectural character. Use outreach and engagement methods that include broad representation and are culturally sensitive, particularly for equity priority communities. Communicate clearly how and at what stages members of the public can provide input for development projects under review.



## ACTION

**Action CD 6.10 Brand Identity Package.** Develop a brand identity package for the City.

## ELEMENTS OF DESIGN

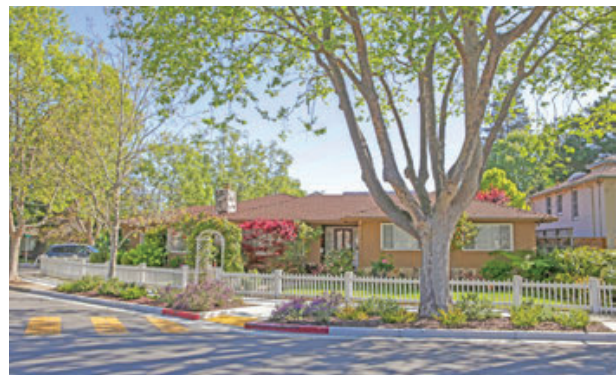
Site design and the architectural style of buildings contribute to the look and feel of a city. The orientation of buildings, the massing and scale of the building, and other design elements can improve the visual aesthetic of an area. Buildings can be oriented to take advantage of surroundings such as fronting sidewalks in commercial districts, capturing scenic views, and/or minimizing environmental impacts such as flooding, wind, shadows, etc. Massing refers to the height, width, and shape of a building. Scale is the relative size of the building overall as well as the elements that make up the façade. Building materials, lighting, landscaping, and outdoor spaces also contribute to the overall appearance and experience of a site. The design choices for buildings vary depending on the area. For example, the design elements for an active mixed-use downtown, auto-oriented shopping center, office park, or residential neighborhood will be different.

Outside of this General Plan, other City regulations and plans also influence the design and architecture of new development. The Zoning Code adds more detail on allowed uses of land and buildings, the density of development and population, the height and bulk of structures, parking provisions, open space requirements, landscaping standards, and other design requirements. The Multifamily and Mixed-Use Objective Design Standards (ODS) provide clear and specific requirements for everything larger than a single-family home. Specific Plans guide infill development in several areas, including Bay Meadows and near the Hayward Park and Hillsdale Caltrain stations, and tend to allow greater flexibility in design than in areas not covered by Specific Plans. Throughout the city, projects that require a higher level of review must submit a Planning Application to ensure consistency with the General Plan and any applicable community or specific plans.

Streetscaping and other public landscaping also shapes the look and feel of San Mateo. The City's Department of Public Works has detailed engineering standards that work in combination with the Municipal Code and adopted plans to establish objective design standards within the public right-of-way.

### Residential Neighborhoods

Each neighborhood in San Mateo is a reminder of the unique blend of architectural styles, building materials, scale, and street patterns that were typical at the time of its development. The shape of a house, its placement on the lot, its arrangement of doors and windows, its roof style, and its architectural style all make up the character of a building and contribute to the collective appearance of the neighborhood. In every community, residential neighborhoods grow and evolve while balancing the continuity and consistency of existing physical characteristics through the appropriate design of new development.





This section provides policy direction for the design of residential neighborhoods, and mixed-use and commercial areas. The Land Use Element includes goals and policies for shopping areas in transition and three focused planning areas in the city: Downtown, El Camino Real Corridor, and the Hillsdale Station Area. For additional policy direction on sustainability, see the Climate Change and Land Use section of the Land Use Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL CD-7** Balance the growth and evolution of residential neighborhoods with the need to maintain and enhance their existing characteristics and physical qualities through the appropriate design of new development.

### POLICIES

- Policy CD 7.1 Low-Density Residential Development.** Require new homes in the Low- and Very Low-Density residential designations, including single-family dwellings, duplexes, triplexes, four-plexes, and accessory dwelling units (ADUs) to be consistent with objective design standards as outlined in the City’s Residential Design Standards.
- Policy CD 7.2 Single-Family Design.** Encourage single-family additions and new dwellings that address the preservation and enhancement of neighborhood visual and architectural character through context-sensitive building scale, materials, architectural style and details, and privacy.
- Policy CD 7.3 Multifamily Design.** Encourage architectural design of new multifamily developments that enhances a neighborhood’s visual and architectural character by providing context-sensitive building and pedestrian-scale elements, high-quality materials and construction, open space, and resident amenities.
- Policy CD 7.4 Multifamily Parking.** Require new multifamily developments to design and site parking to avoid blank, ground-floor walls and to screen views of parking from the street.
- Policy CD 7.5 Multifamily Open Space.** Require that a portion of required open space for new multifamily projects be useable for passive or active recreation.
- Policy CD 7.6 Nighttime Lighting.** Require nighttime lighting to be energy efficient and designed to minimize light pollution and light spillage on adjacent properties, while protecting public safety.

### ACTION

- Action CD 7.7 Objective Design Standards.** Implement the City’s objective design standards to ensure that new multifamily and mixed-use projects with a residential component meet required standards and streamline the development review process.

## Mixed-Use and Commercial Areas

This element aims to improve the visual and architectural character, livability, and vitality of mixed-use and commercial areas in San Mateo. It supports human-scale design that cultivates pedestrian activity in commercial and mixed-use areas by providing adequate sidewalk widths; activating ground-floor street façades with windows, plantings, and awnings; using high-quality construction materials; and including human-scale details and architectural features. New mixed-use and commercial development that respects the scale and rhythm of surrounding buildings, including by providing breaks in the building face at spacings common to buildings in the area and by stepping back upper floors, feels more appealing and welcoming to visitors. Sidewalk and pedestrian mall outdoor dining and parklets, the outdoor display of goods for retail uses, and public seating areas can add visual interest and activity to commercial and mixed-use areas.



## GOALS, POLICIES, AND ACTIONS

**GOAL CD-8** Improve the visual and architectural character, livability, and vitality of mixed-use and commercial areas.

### POLICIES

- Policy CD 8.1 Objective Design Standards.** Provide clear, objective, and quantifiable design standards to guide new mixed-use and commercial development.
- Policy CD 8.2 Human-Scale Design.** Cultivate pedestrian activity in commercial and mixed-use areas by providing adequate sidewalk widths, activating ground-floor street façades with active uses, windows, plantings, and awnings, using high-quality construction materials, and including human-scale details and architectural features.
- Policy CD 8.3 Respect Existing Scale and Rhythm.** New mixed-use and commercial development should have context sensitive design that incorporates architectural styles and elements that relate to the scale and design of surrounding buildings, including by providing breaks in the building face at spacings common to buildings in the area and by stepping back upper floors.
- Policy CD 8.4 Commercial Parking.** Encourage commercial projects to provide required parking underground to minimize the amount of ground-floor area dedicated to parking. When parking is at-grade, it should be located towards the rear of a parcel, away from active street frontages and public spaces.
- Policy CD 8.5 Outdoor Display and Eating.** Support sidewalk and pedestrian mall outdoor dining and parklets, the outdoor display of goods for retail uses, and public seating areas to add visual interest and activity to commercial and mixed-use areas.

### ACTIONS

- Action CD 8.6 Objective Design Standards.** Develop and adopt objective design standards for new mixed-use and commercial development to provide a clear understanding of the City's expectation for new project design, including context appropriate architectural styles and pedestrian-friendly design.
- Action CD 8.7 Commercial Development Adjacent to Residential.** Develop and adopt objective design standards that define and require appropriate design transitions from commercial to residential zones.

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# CHAPTER 6

## Conservation, Open Space, and Recreation Element









# CONSERVATION, OPEN SPACE AND RECREATION ELEMENT

## INTRODUCTION

The Conservation, Open Space and Recreation Element provides the policy framework for the development, management, and preservation of San Mateo's natural and recreational resources.

San Mateo is home to a variety of natural resources, open spaces, and parks and recreational facilities that are cherished by the San Mateo community. The city's air quality and open spaces, creeks, and wetlands provide habitats for plants and animals, natural infrastructure that supports resilience, and access to nature that offers social, physical, and mental health benefits. The City's system of parks and recreation programs and facilities promotes a healthy and active lifestyle and lifelong learning.

The Conservation, Open Space and Recreation Element combines the State-mandated elements for Open Space and Conservation given the interrelatedness of the two. It contains the following topics:

- Natural Resources
- Access to Nature and Preservation of Open Space
- Creeks and Riparian Areas
- Air Quality
- Parks and Recreation



## RELEVANCE TO GENERAL PLAN THEMES



### Sustainability in this Element:

- Protects the City's natural resources from development, including wetlands, riparian habitats, and other sensitive natural communities.
- Manages public access to the City's natural resources to balance connections to nature and disturbance to habitats.
- Affirms that all San Mateo residents should be able to breathe safe, clean air.
- Guides park and recreation management using environmentally, socially, and economically sustainable practices.



### Environmental Justice in this Element:

- Prioritizes preservation, restoration, rewilding, and enhancement of natural landscapes in or near equity priority communities.
- Establishes mitigation requirements for construction activities or new developments that could be a source of toxic air contaminants (TACs).
- Prioritizes rehabilitation of parks and recreation facilities in equity priority communities.



### Community Engagement in this Element:

- Fosters appreciation and awareness for natural conservation opportunities through enhanced programs and public outreach.
- Cultivates opportunities for community engagement through the City's park and recreation programs.
- Provides experiences for all community members, including children, youth, and aging adults to promote personal enrichment and lifelong learning.





## NATURAL RESOURCES

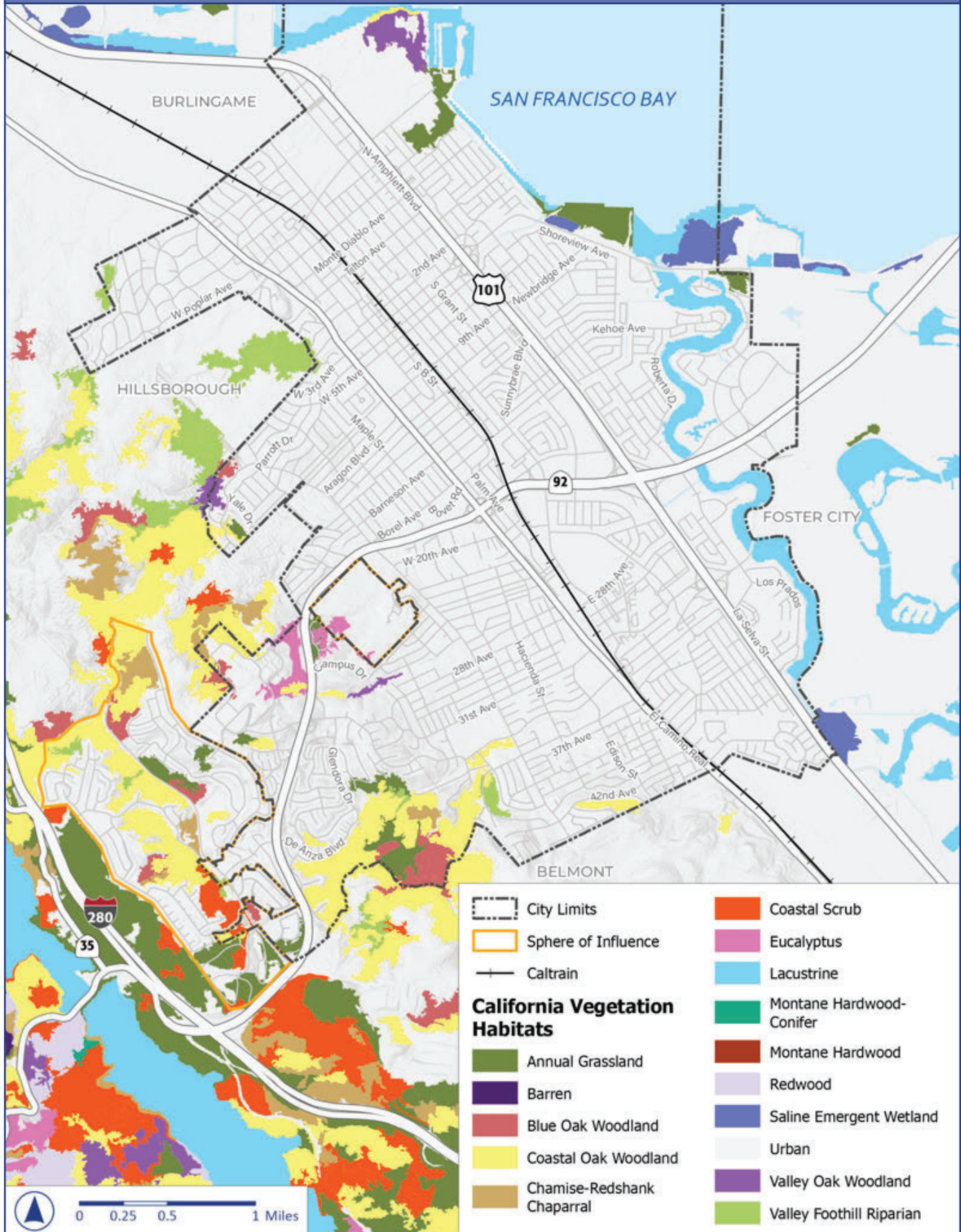
Natural resources are abundant in and around San Mateo. These diverse open spaces comprise an integrated natural network supporting the city's livability and resiliency and are important recreational and scenic resources highly valued by the community. The City's natural environment is part of the broader San Francisco Bay Area ecosystem. The San Francisco Bay and Delta form the largest estuary on the Pacific Coast, encompassing approximately 1,600 square miles of waterways and is the outlet for over 40 percent of California's fresh water. The marshes and mudflats of the San Francisco Bay provide important feeding and roosting habitat for migrating waterfowl along the Pacific Flyway.

Natural features that define San Mateo's local setting include the city's three-mile length of shoreline and marshes along the San Francisco Bay, Coyote Point County Park, the Marina Lagoon, San Mateo Creek, and a number of smaller creeks, Sugarloaf Mountain, and hillsides to the west. These natural areas host biological communities that are home to many plant and animal habitats and serve as wildlife corridors. Riparian and wetland habitats in and around San Mateo are recognized and protected sensitive habitats under the jurisdiction of the California Department of Fish and Wildlife (CDFW) and the US Army Corps of Engineers (USACE). Figure COS-1 shows the sensitive vegetation habitats within San Mateo.

This section provides policy direction for protecting and enhancing the City's natural resources. Goals and policies focused on preserving and enhancing San Mateo's natural setting, minimizing the impact of hillside development, and protecting and improving the city's urban tree canopy can be found in the Community Design and Historic Resources Element.



Figure COS-1 Vegetation Habitats



Source: USDA, 2013; ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL COS-1** Protect and enhance the City’s natural resource areas that provide plant and animal habitat and benefit human and ecological health and resilience.

### POLICIES



**Policy COS 1.1 Sensitive Natural Communities.** Protect riparian habitat and other sensitive natural communities. When an opportunity arises, restore natural resources, including wetlands.



**Policy COS 1.2 Interjurisdictional Coordination.** Coordinate with adjacent jurisdictions and regional, State, and federal agencies to protect critical wildlife habitat, including by participating in comprehensive habitat management programs.



**Policy COS 1.3 Site Evaluations.** Require independent professional evaluation of sites for any public or private development within known or potential habitat of species designated by State and federal agencies as rare, threatened, or endangered.

The site evaluation shall determine the presence/absence of these special-status plant and animal species on the site. The surveys associated with the evaluation shall be conducted for proper identification of the species. The evaluation shall consider the potential for significant impacts on special-status plant and animal species and shall include feasible mitigation measures to mitigate such impacts to the satisfaction of the City and appropriate governmental agencies (e.g., US Fish and Wildlife Service and California Department of Fish and Wildlife). The City shall require adequate mitigation measures for ensuring the protection of sensitive resources and achieving “no net loss” of sensitive habitat acreage, values, and functions.

In lieu of the site evaluation, presence of special-status plant and animal species may be assumed, and the City may require “no net loss” mitigation of sensitive habitat acreage be applied to the satisfaction of the City and appropriate governmental agencies.

**Policy COS 1.4 Avoidance of Nesting Birds.** Disturbance of active native bird nests shall be avoided when required by State and federal regulations. For new development sites where nesting native birds may be present, vegetation clearing and construction must be initiated outside the bird nesting season (March 1 through August 31) or preconstruction surveys be conducted by a qualified biologist in advance of any disturbance. If active nests are encountered, appropriate buffer zones shall be established based on recommendations by the qualified biologist and remain in place until any young birds have successfully left the nest.

**Policy COS 1.5 Surveys for Sensitive Natural Communities.** Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of sensitive natural communities prior to development approval. Such surveys shall be conducted by a qualified biologist and occur prior to development-related vegetation removal or other habitat modifications.

**Policy COS 1.6 Surveys for Regulated Waters.** Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of regulated waters prior to development approval. Such surveys shall be conducted by a qualified wetland specialist and occur prior to development-related vegetation removal or other habitat modifications.

**Policy COS 1.7 Surveys for Wildlife Movement Corridors.** Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of important wildlife corridors prior to development approval. Such surveys should be conducted by a qualified biologist and occur prior to development-related vegetation removal or other habitat modifications.



**Policy COS 1.8 Development Near Wetlands or Water.** Avoid wetlands development where feasible (as defined under California Environmental Quality Act [CEQA] Guidelines, Section 15364). Restrict or modify proposed development in areas that contain wetlands or waters to ensure the continued health and survival of special-status species and sensitive habitat areas. Development projects shall be designed to avoid impacts on sensitive resources, or to adequately mitigate impacts by providing on-site or off-site replacement at a higher ratio. Project design modification should include adequate avoidance measures, such as the use of setbacks, buffers, and water quality, drainage-control features, or other measures to ensure that no net loss of wetland acreage, function, water quality protection, and habitat value occurs. This may include the use of setbacks, buffers, and water quality, drainage-control features, or other measures to maintain existing habitat and hydrologic functions of retained wetlands and waters of the US.



**Policy COS 1.9 Wetland Development Mitigation.** If an applicant has demonstrated that wetlands avoidance is not feasible, provide replacement habitat on-site through restoration and/or habitat creation to ensure no net loss of wetland acreage, function, water quality protection, and habitat value. Allow restoration of wetlands off-site only when an applicant has demonstrated that on-site restoration is not feasible. Off-site wetland mitigation should consist of the same habitat type as the wetland area that would be lost.

**Policy COS 1.10 Wetland Access Design.** Design public access to avoid or minimize disturbance to sensitive resources, including necessary setback/buffer areas, while facilitating public use, enjoyment, and appreciation of wetlands.

**Policy COS 1.11 Marina Lagoon Island.** Maintain Marina Lagoon Island as a bird nesting and breeding site.

**Policy COS 1.12 Reduced Risk of Bird Collision.** Require that taller structures be designed to minimize the potential risk of bird collisions using input from the latest bird-safe design guidelines and best management practice strategies to reduce bird strikes.

## ACTION

**Action COS 1.13 Environmental Review.** Review the environmental documents for projects adjacent to City boundaries regarding impacts and mitigation to species and habitat.



## ACCESS TO NATURE AND PRESERVATION OF OPEN SPACE

Spending time in nature is known to have positive social, physical, and mental health benefits. Ensuring that the City's natural resources, including open space areas, are accessible is critical for maintaining the quality of life in San Mateo for city residents and visitors. Preserving open space is also essential for maintaining the uniqueness of San Mateo and the ecological health of its environment.

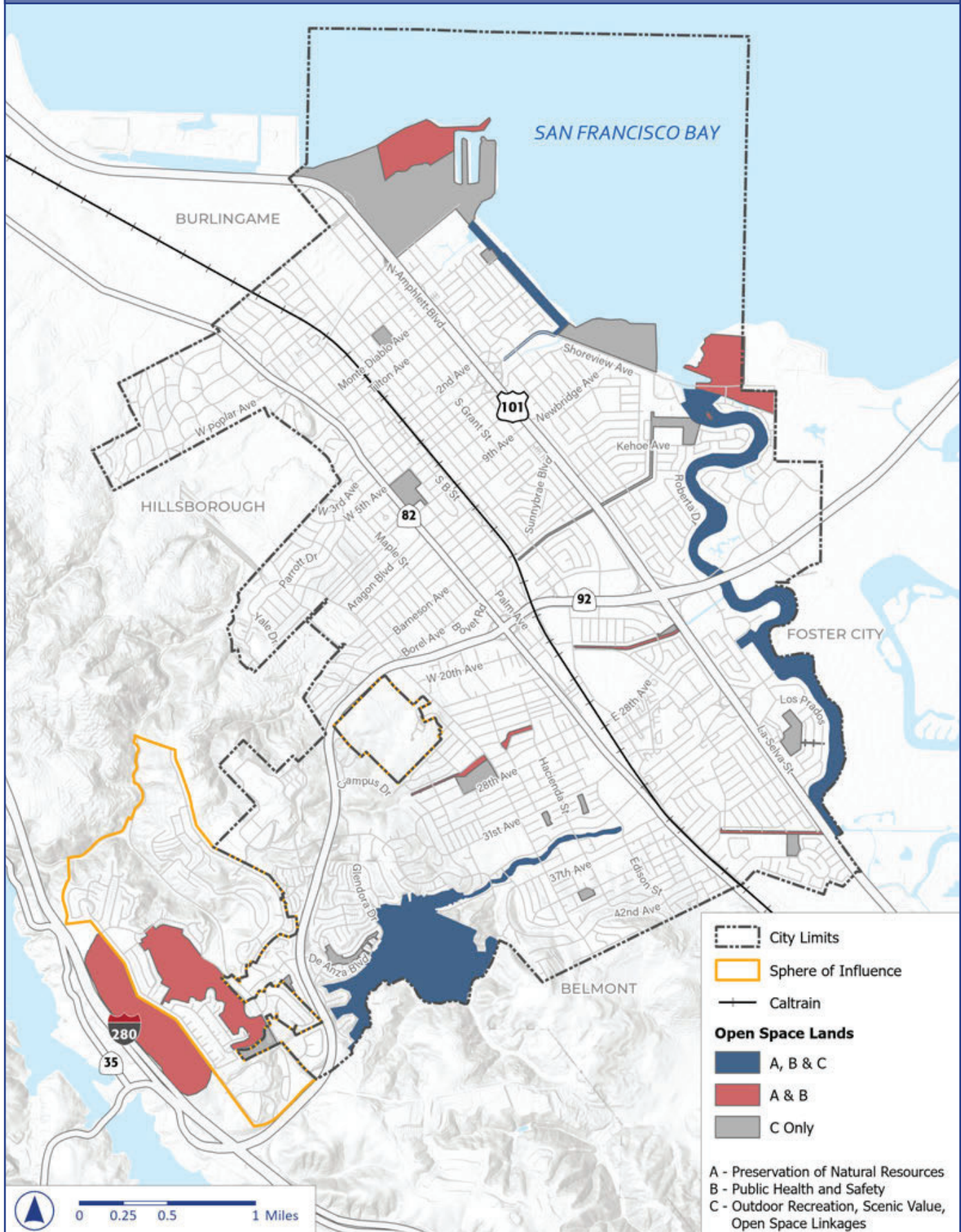
Figure COS-2 illustrates the type and nature of open space land in the City of San Mateo as defined by State law. "Open space land" is any parcel or area of land or water that is essentially unimproved and devoted to an open-space use, as defined in this section, and that is designated on a local, regional, or State open-space plan as any of the following:



- **Open Space for Natural Resources.** This includes areas required for plant and animal habitat or for ecological and scientific study. In San Mateo, these open spaces include areas such as the Bay Marshes, creeks, private open spaces, and Sugarloaf Mountain.
- **Open Space for Outdoor Recreation.** This includes parks and areas of scenic and cultural value, stream banks, trails, and other links between open spaces. In San Mateo, these open spaces include Marina Lagoon, Seal Point, Sugarloaf Mountain, designated private land **reserves**, and a variety of park sites.
- **Open Space for Public Health and Safety.** This includes areas that require special management because of hazardous conditions, such as unstable soils, fire risk, fault zones, or flooding. In San Mateo, these open spaces include portions of the shoreline, Sugarloaf Mountain, and San Mateo Creek.
- **Open Space for Tribal Resources.** This includes protected tribal resources as described in Sections 5097.9 and 5097.993 of the Public Resources Code, which includes Native American historic, cultural, or sacred sites. San Mateo does not have any protected open space tribal resource areas, but it is possible that tribal resources may exist in open spaces.
- **Open Space for Managed Production of Resources.** This includes forest and agricultural lands, water bodies important to the management of commercial fisheries, and mineral deposits. San Mateo does not have any such areas.
- **Open Space for Military Support.** This includes areas in support of military installations, such as areas adjacent to military installations, military training routes, and underlying restricted airspace. San Mateo does not include any open space areas for military support.

This section provides policy direction for access to nature and the preservation of open space. Goals and policies focused on access to parks, recreation, and facilities can be found under Goals COS-5 and COS-6 of this element.

Figure COS-2 Open Space Lands



Source: ESRI, 2022; City of San Mateo Parks and Recreation, 2023; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL COS-2** Ensure that current and future generations will enjoy the environmental, social, health, and economic benefits derived from access to our urban forest, parks, and open spaces.

### POLICIES



**Policy COS 2.1 Preservation of Open Space.** Preserve, protect, and enhance open space areas in San Mateo that provide health benefits and access to nature for all residents.



**Policy COS 2.2 Sustainable Access.** Continue to design and manage public access to the City's natural resources, including open space areas, in a way that promotes public health and connection to nature while avoiding or minimizing disturbance and sustaining these resources into the future.



**Policy COS 2.3 Equitable Conservation.** Prioritize preservation, restoration, re-wilding, and enhancement of natural landscapes in or near underserved communities for their role in improving air quality and community health.



**Policy COS 2.4 Shoreline Interpretive Opportunities.** Promote public awareness of the value and care of the shoreline for habitat values, water quality, and safety through on-site interpretive programs or outdoor displays that are in character with the adjacent open spaces.

**Policy COS 2.5 Marina Lagoon and Shoreline Public Access.** New development having frontage on Marina Lagoon shall provide and retain public access to provide a connection to the Marina Lagoon.



**Policy COS 2.6 Sugarloaf Mountain Management.** Improve, maintain, and manage the natural qualities and habitat of Sugarloaf Mountain and Laurelwood Park, including management of public access, study, recreation, and wildland fire hazards.



**Policy COS 2.7 Sugarloaf Mountain Interpretive Opportunities.** Promote public awareness of the value and care of Sugarloaf Mountain through on-site interpretive programs or displays that are in character with the open space, consistent with the adopted management plan.

### ACTIONS

**Action COS 2.8 Improvements to Bayfront Nature Area.** Review plans for the remaining uncompleted portions of Shoreline Park, including the Bayfront Nature Area, Bay Marshes, and J. Hart Clinton Drive to ensure they reflect current environmental and programmatic needs.

**Action COS 2.9 Volunteer Program.** Focus volunteer resources on restoring native habitat around the city, especially in the creeks, where feasible.





## CREEKS AND RIPARIAN AREAS

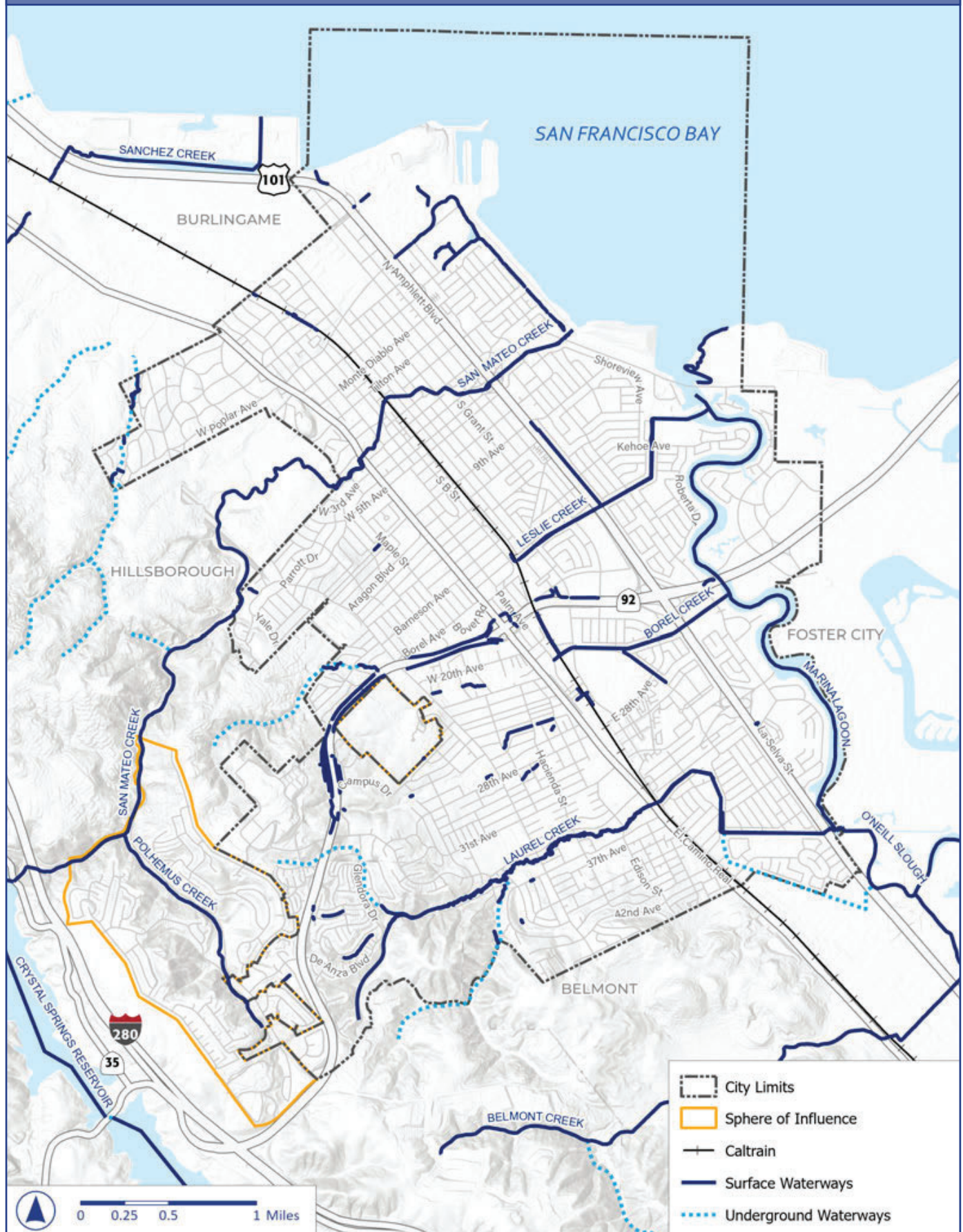
San Mateo has many waterways and riparian areas that offer immense biological benefits. They provide valuable natural habitats for wildlife and fauna, are a part of the city's hydrologic system, and serve as groundwater recharge areas and wildlife corridors. Some of the city's prominent waterways include the Marina Lagoon (formally Seal Slough), San Mateo Creek, Polhemus Creek, and Laurel Creek. Other waterways in the city include Leslie Creek, Borel Creek, and the Marina Lagoon. Figure COS-3 shows waterways in San Mateo, including underground waterways.

While the creeks and riparian areas serve important ecological functions, they are also susceptible to stormwater runoff and pollution. The City strives to protect and improve the system of creeks so wildlife habitats can continue to thrive, current and future generations can continue to enjoy them, and the city's hydrologic system is more resilient to flooding and sea level rise.

This section provides policy direction for protecting and enhancing creeks. Goals and policies focused on water supply, flood-control infrastructure, and creekside development requirements can be found in the Public Services and Facilities Element, and policies and actions to protect against flooding and sea level rise are in the Safety Element.



Figure COS-3 Waterways



Source: USGS and City of San Mateo Public Works; ESRI, 2022; PlaceWorks, 2023.

## GOALS, POLICIES, AND ACTIONS

**GOAL COS-3** Protect and improve San Mateo's creeks as valuable habitat and components of human and environmental health.

### POLICIES



**Policy COS 3.1 Aesthetic and Habitat Values – Public Creeks.** Preserve and enhance the aesthetic and habitat values of creeks, such as San Mateo, Laurel, and Beresford Creeks, and other City-owned channels in all activities affecting these creeks, including revegetation, rewilding, erosion control, and adequate setbacks for structures.



**Policy COS 3.2 Aesthetic and Habitat Values – Private Creeks.** Encourage preservation and enhance the aesthetic and habitat values of privately owned sections of all other creeks and channels.

**Policy COS 3.3 Groundwater Protection.** Support the County of San Mateo's efforts to protect the quality and quantity of groundwater resources in the city.



**Policy COS 3.4 Groundwater Infiltration.** Protect existing open spaces, natural habitat, floodplains, and wetland areas that allow for percolation and infiltration of stormwater runoff to slow and reduce the flow of runoff and improve water quality and identify areas to protect when considering new development.



**Policy COS 3.5 Preservation of Beneficial Uses.** Manage Marina Lagoon to balance and enhance its beneficial uses. Manage other water bodies to allow for limited nearby recreation, such as picnicking, hiking, boating, sightseeing, and interpretive study.





## AIR QUALITY

Clean and safe air is essential to the health of everyone in San Mateo. While San Mateo benefits from fresh air that blows in from the bay and the Pacific Ocean, air quality remains a concern due to the serious and lifelong health impacts of exposure to air pollution. “Mobile sources,” including cars and trucks along US Highway 101 and State Route 92, are a significant source of air pollution in San Mateo. While San Mateo and its neighbors do not include much heavy industry, smaller “stationary sources,” like gas stations and dry cleaners, also emit pollutants. Finally, natural sources, such as windblown dust and wildfire smoke from other parts of the state, can have drastic effects on air quality in San Mateo.

San Mateo neighborhoods do not have equal access to safe and clean air. For example, neighborhoods along US Highway 101, and around the US Highway 101 and State Route 92 interchange, are exposed to significantly more pollutants, including particulate matter (PM), carbon monoxide (CO), oxides of nitrogen (NOx), and benzene, than neighborhoods in the hills or along the bay. These pollutants, emitted by engines in cars, trucks, buses, and other heavy equipment, are particularly harmful because they are breathed deep into our lungs, and are known to increase cancer risk, asthma attacks, and chronic heart and lung disease. Improving air quality and health outcomes in equity priority communities is a theme throughout this General Plan.

This section provides policy direction on improving air quality throughout San Mateo. Some of the policies support mitigation measures focused on lessening air quality impacts, as identified in the General Plan 2040 Environmental Impact Report (EIR). Those policies that also serve as mitigation for air quality impacts are detailed, specific, and quantitative to meet the requirements of State environmental law.

Goals, policies, and actions focused on equity priority communities can be found throughout the General Plan. The Land Use Element also includes goals and policies on environmental justice under Goal LU-8.

## GOALS, POLICIES, AND ACTIONS

**GOAL COS-4** All San Mateo residents should have the ability to breathe safe, clean air.

### POLICIES



**Policy COS 4.1 Air Quality Thresholds.** Use thresholds of significance that match or are more stringent than the air quality thresholds of significance identified in the current Bay Area Air Quality Management District (BAAQMD) Air Quality Guidelines when evaluating air quality impacts of projects.



**Policy COS 4.2 Health Risk Assessment.** Require new development not exempt from CEQA that includes sensitive receptors to prepare Health Risk Assessments. Identify appropriate mitigation, based on the findings of the Health Risk Assessment, to reduce health risks from major sources of toxic air pollution, such as high-volume roadways, stationary sources, permitted sources from BAAQMD, and warehousing.



**Policy COS 4.3 BAAQMD Planning for Healthy Places.** Require new development to adhere to BAAQMD's Planning for Healthy Places guidance when warranted by local conditions.



**Policy COS 4.4 Activity Near Sensitive Receptors.** Comply with State regulations that prohibit nonessential idling of vehicles near sensitive receptors, such as the requirements outlined in Title 13 of the California Code of Regulations (CCR).



**Policy COS 4.5 Odors.** When proposed development generating odors is proposed near residences or sensitive receptors, either adequate buffer distances shall be provided (based on recommendations and requirements of the California Air Resources Board [CARB] and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels. Potential mitigation associated with this policy requirement will be coordinated with any required permit conditions from BAAQMD.

When new residential or other sensitive receptors are proposed near existing sources of odors, either adequate buffer distances shall be provided (based on recommendations and requirements of CARB and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels.



**Policy COS 4.6 Toxic Air Contaminants.** Require that when new development that would be a source of toxic air contaminants (TACs) is proposed near residences or sensitive receptors, either adequate buffer distances shall be provided (based on recommendations and requirements of CARB and BAAQMD), or filters or other equipment/solutions shall be provided to reduce the potential exposure to acceptable levels.

When new residential or other sensitive receptors are proposed near existing sources of TACs, either adequate buffer distances shall be provided (based on recommendations and requirements of CARB and BAAQMD), or filters or other equipment/solutions shall be provided to the source to reduce the potential exposure to acceptable levels.



**Policy COS 4.7 Air Quality Construction Impacts.** Require new construction and grading activities to mitigate air quality impacts generated during construction activities in compliance with BAAQMD's regulations and guidelines on construction activity impacts.



**Policy COS 4.8 Truck Facilities.** Require new development, when applicable, to provide adequate truck parking loading space, and generators for refrigerated trucks to prevent idling during truck operation.



**Policy COS 4.9 Air Pollution Exposure.** For new development that is located within 1,000 feet from US Highway 101 and State Route 92, require installation of enhanced ventilation systems and other strategies to protect people from respiratory, heart, and other health effects associated with breathing polluted air in both indoor and outdoor spaces.

## ACTIONS



**Action COS 4.10 Air Quality Improvement.** Support and partner with Bay Area Air Quality Management District (BAAQMD) in monitoring, education, permitting, enforcement, grants programs, or other efforts to improve air quality issues and health outcomes for all.



**Action COS 4.11 Clean Air Refuges.** Develop and implement a plan to provide clean air refuges during times when outdoor air quality is unhealthy. Explore the feasibility of participating in State grant programs to fund retrofits of ventilation systems at public buildings to provide refuge for residents during periods of unhealthy air quality caused by excessive smoke from wildfires.

**Action COS 4.12 Outdoor Air Quality Mitigation.** Explore the feasibility of funding and installing pollutant screening solutions, such as walls and dense vegetation, to address outdoor air quality in residential areas located within 1,000 feet from US Highway 101 and State Route 92.

## PARKS AND RECREATION

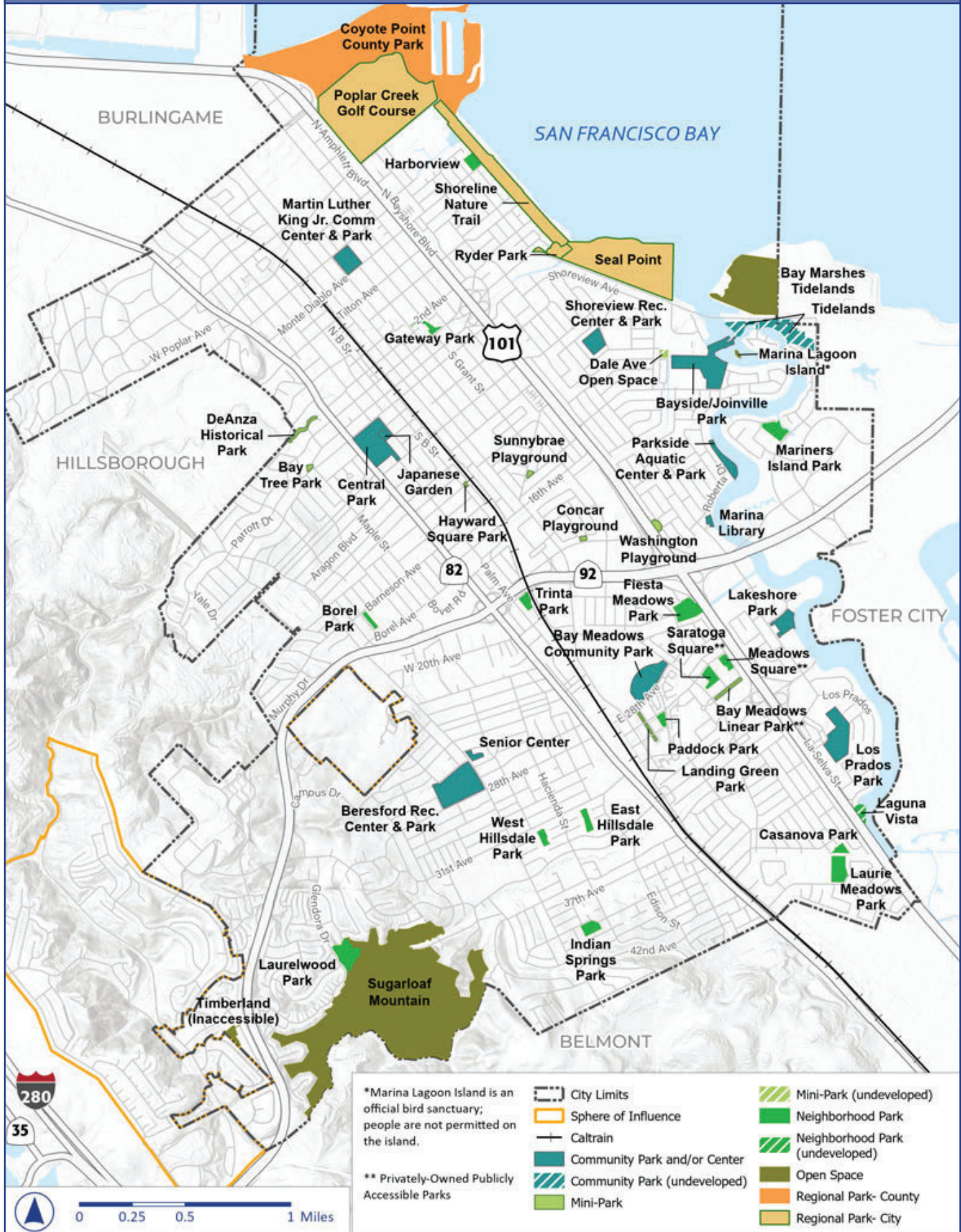
The City of San Mateo has a variety of parks and recreational facilities that provide community members with access to nature, encourage healthy lifestyles, and support a mixture of active and passive recreation opportunities. The City's park system includes more than a dozen neighborhood parks, nine community parks, six recreation/community centers, two pools, the Shoreline regional park system, several small "mini" parks, and an estuary lagoon for boating. Within the City Limits, the County of San Mateo owns and operates the 155-acre Coyote Point Recreation Area. Combined, the San Mateo community has access to approximately 795 acres of parks and open space, or 7.36 acres per every 1,000 residents. Figure COS-4 depicts the location of the parks and open spaces within San Mateo and Figure COS-5 shows a one-third-mile radius around each park and open space area. As shown in Figure COS-4, Marina Lagoon Island is a bird breeding and nesting site, which means people are not permitted on the island.

San Mateo offers many recreation facilities and programs for its members, guided by the Recreation Facilities Strategic Plan. The City's facilities include six recreation/community centers, two pools, and the 18-hole Poplar Creek Golf Course. People of all ages participate in the City's extensive menu of community activities, which includes youth and family aquatics, children's summer camps, adult fitness programs, teen programs, and interactive classes for older adults and seniors. Throughout the year, the City hosts special community events to foster community engagement and provide family friendly fun for San Mateo residents.

This section provides policy direction for parks, recreational programs, and facilities in San Mateo. Goals and policies focused on access to nature and the preservation of open space can be found under Goal COS-2 of this element. Goals and policies focused on public services and facilities that serve the needs of seniors and other City services are addressed in the Public Services and Facilities Element. Expectations for the integration of parks and open spaces into new development can be found in the Land Use Element.



Figure COS-4 Public Parks and Recreation Sites

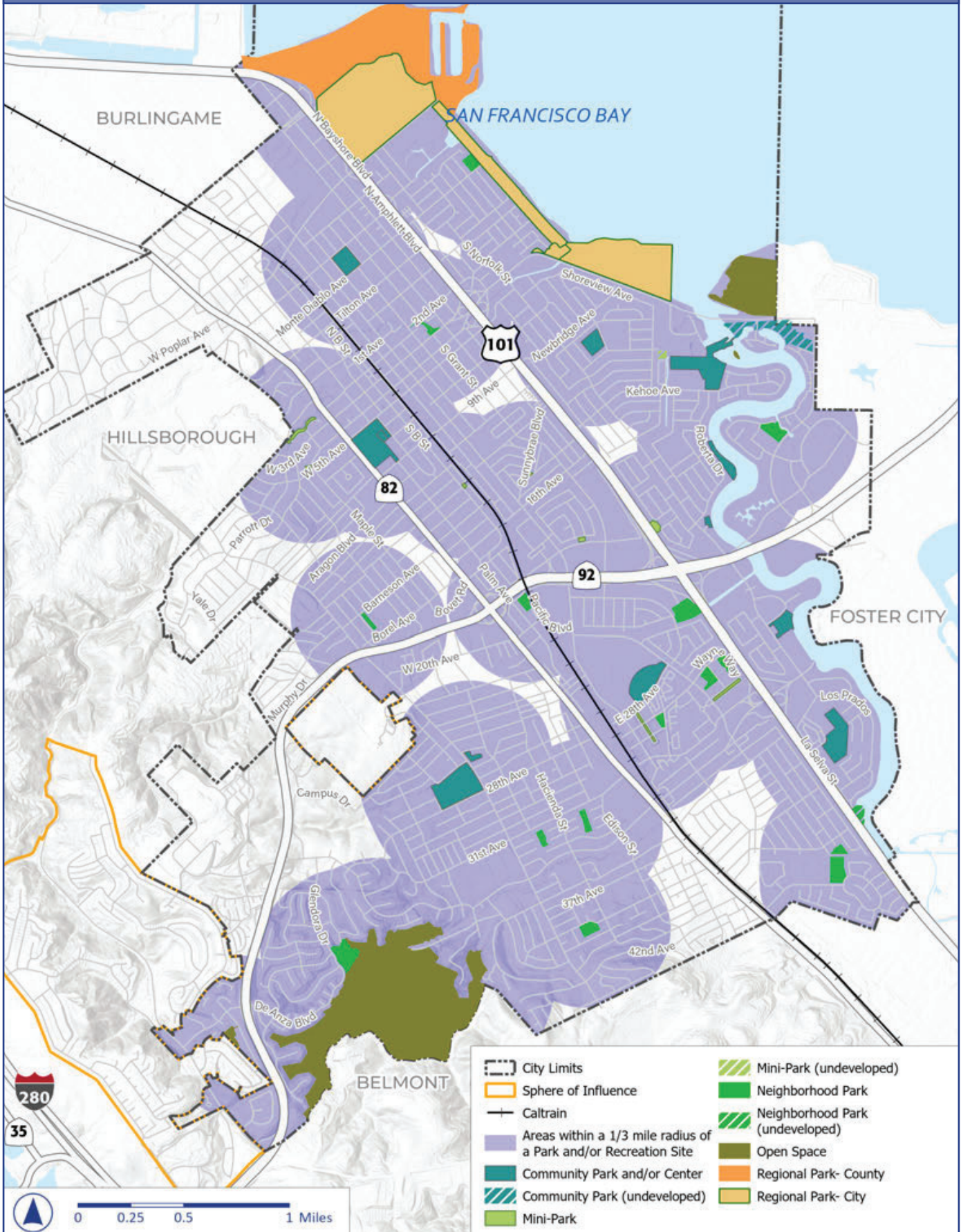


Source: ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.



Figure COS-5 Public Parks and Recreation Sites Service Radius



Source: ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL COS-5** Provide a comprehensive system of park and recreation programs and facilities based on the needs of the city's residents to encourage healthy lifestyles and ensure access for all.

### POLICIES

**Policy COS 5.1 Active and Healthy Lifestyles.** Maintain and expand programs that promote active and healthy lifestyles and incorporate health and wellness practices into everyday life, such as healthy eating and nutrition education programs, water safety and swim programs, walking and bicycling as a mode of healthy transportation, and youth fitness activities.



**Policy COS 5.2 Creating Community.** Cultivate opportunities to come together as a community, celebrate our heritage, cultures, and milestones through cultural and entertainment events and have social supports available, which are key to creating a sense of community and building community resilience.



**Policy COS 5.3 Creative Outlets.** Provide skill development, cultural, and performance opportunities within each of the major art forms with an emphasis on promoting lifelong enjoyment to nurture creative discovery.

**Policy COS 5.4 Enrichment and Lifelong Learning.** Provide a wide array of enriching and lifelong learning opportunities that provide mental stimulation, self-improvement, exploration, educational opportunities, and skills that can be applied at home or business.



**Policy COS 5.5 Parks as Learning Environments.** Enhance the role of parks as learning environments by providing interpretive opportunities to community organizations and at City-operated facilities to increase public awareness of their unique cultural, historical, and environmental characteristics.



**Policy COS 5.6 Child and Youth Development.** Provide preschool through teenage youth with a variety of experiences that nurture individuality, spark imagination, promote health, increase safety, encourage active recreation, and build the skills needed to ensure success in the next stage of development.



**Policy COS 5.7 Aging Adults.** Promote policies, programs, services, and public infrastructure improvements through either direct City provision or through collaborative partnerships with other agencies to ensure that older adults can age in place while feeling valued and supported.



**Policy COS 5.8 Community-Led Activity Initiatives.** Work with local community groups and San Mateo County Health to initiate walking, hiking, cycling, and other recreation clubs and activities to increase participation, safety, and social cohesion.



**Policy COS 5.9 Conservation and Nature Awareness.** Increase public awareness of the importance of and appreciation for conservation opportunities and the value of connecting children to nature with enhanced programs and public outreach.

**Policy COS 5.10 Community Gardens.** Support community gardens on sites with quasi-public uses and on publicly owned land, such as City parks or facilities, or as part of new private development, where feasible and appropriate.



**Policy COS 5.11 Central Park.** Promote Central Park's character as the City's signature park and community gathering place.

**GOAL COS-6** Provide equitable and convenient access to parks, recreational programs, and facilities so that all residents experience the physical and mental health benefits of parks and open space.

## POLICIES



**Policy COS 6.1 Accessible Facilities.** Continue to provide general park facilities that are free and open to the public, except for reservations of specific facilities by groups or individuals, or for facilities that traditionally charge fees (e.g., Golf Course, Marina Lagoon boat access). Address the lack of access to recreational facilities for neighborhoods east of El Camino Real, especially east of US Highway 101.

**Policy COS 6.2 Recreation Fee Assistance.** Continue to provide program fee assistance to qualifying families and older adults consistent with the Park and Recreation Commission-endorsed administrative policy for fee assistance.

**Policy COS 6.3 Privately Owned Public Spaces.** Require privately owned publicly accessible open space to be designed in a way that is welcoming for all, including public access signage and minimal physical or visual barriers, to ensure that the space is open and available to the community.

**Policy COS 6.4 Equitable Access Analysis.** When developing park master plans, include an equitable access analysis to identify deficiencies and potential solutions to address deficiencies found in the analysis.

## ACTIONS



**Action COS 6.5 Comprehensive Park Access Analysis.** Conduct a comprehensive park accessibility gap analysis to address equitable park access, with an emphasis on neighborhoods east of El Camino Real and east of US Highway 101.

**Action COS 6.6 Customer Service.** Adopt policies and practices that create satisfied customers and develop life-long relationships with our users.



**Action COS 6.7 Inclusion and Accessibility.** Create policies, programs, and facility designs that are age-integrated, inclusive, respectful, and supportive for all members of the community. Expand cultural awareness and appreciation through culturally relevant programs and special events.

**Action COS 6.8 Privately Owned Public Spaces Inventory.** Develop and maintain a list of all publicly accessible private open space in the city.



**Action COS 6.9 Resident Input.** Solicit a broad spectrum of resident input for major park improvements or park master plans. Conduct multilingual and culturally sensitive outreach to ensure all voices are included in park planning efforts and that San Mateo's parks reflect the diversity of the community.



**Action COS 6.10 Public Information.** Communicate through diverse channels and in multiple languages the benefits and value park and recreation services bring in making San Mateo a more livable, economically viable, and socially responsible community.

**Action COS 6.11 Technology Innovation.** Identify and incorporate technology innovations as an ongoing strategy to better serve the public, e.g., virtual trail maps, digitalized park signage, virtual programming.

**GOAL COS-7** Provide the appropriate mix of parks and facilities that balances the needs of active and passive facilities, allows formal and informal uses, is accessible for all residents, and meets existing and future recreation needs.

## POLICIES

**Policy COS 7.1 Facility Standards.** Use the Park and Recreation Facility Standards to assess the adequacy of existing facilities; to design, develop, and redevelop sites; and to acquire or accept new sites.

**Policy COS 7.2 Acreage Standards.** Acquire or accept for dedication two acres of neighborhood and community parks per 1,000 residents.

**Policy COS 7.3 Walkable Parks and Amenities.** Provide accessible public parks or other recreational opportunities that are within approximately one-third of a mile (a 15-minute walk) of residents without travel over significant barriers. Ideally, one or more of the following amenities should be available: multipurpose turf area, children's play area with preschool and youth apparatus, seating areas, picnic areas, a multiuse court, and an opportunity for passive enjoyment of an aesthetically landscaped space.

**Policy COS 7.4 Passive Recreation.** Support efforts to create a passive recreation system that connects parks and nodes in the city to increase connectivity on select public rights-of-way for pedestrians.

**Policy COS 7.5 Active-Use Facilities.** Provide sufficient active-use facilities to support current needs and future trends, including, but not limited to, multiuse athletic turf areas; court games; action sports, e.g., bicycling; and a system of pedestrian and bicycle trails that will provide interconnectivity between parks.

**Policy COS 7.6 Master Planning.** Continue to prepare and maintain master plans for all undeveloped parks and for those parks over two acres prior to development or major redevelopment. Allow interim uses if such uses will not adversely impact or limit potential permanent uses.

**Policy COS 7.7 Rehabilitation or Purchase of School Sites.** Consider contributions towards rehabilitation or the purchase of recreational facilities on surplus school sites based on an evaluation of their value as community recreation resources.

## ACTIONS

**Action COS 7.8 Regional Facilities.** Explore the feasibility of developing regional recreational and sports complexes with neighboring cities.

**Action COS 7.9 Bay Meadows Community Park.** Complete the master planning for Bay Meadows Community Park to reflect its value as a city-wide asset that can address one or more identified facility deficiencies.

**GOAL COS-8** Plan and develop well-designed parks and recreation facilities compatible with surrounding uses that promote accessibility, efficient use, and practical maintenance.

## POLICIES

**Policy COS 8.1 Rehabilitation Priorities.** Prioritize parks and recreation facilities projects that rehabilitate facilities that have become or will become costly to maintain, only marginally usable, meet the highest community needs, provide significant benefits in relation to costs, or are in equity priority communities.

**Policy COS 8.2 Park Preservation.** Preserve existing parklands, open spaces, and the golf course for open space, habitat, and recreational use.

**Policy COS 8.3 Shared Use.** Encourage schools to make their facilities available for City and community-sponsored activities to the greatest extent possible and encourage school agencies to adopt reasonable user fees and operating practices that allow improved community access.

**Policy COS 8.4 Optimum Cost-Effectiveness.** Proactively maintain and upgrade park infrastructure to optimize its cost-effectiveness and value in meeting community recreation needs.



**Policy COS 8.5 Sustainability Practices.** Operate park and recreation facilities using environmentally, socially, and economically sustainable management and operating practices that proactively reverse the impacts of climate change or better prepare for its effects.

**Policy COS 8.6 Maintenance Standards.** Maintain the park system by a set of maintenance standards that reflects community values; maintains, promotes, and optimizes positive use; reduces wildfire risk; and ensures that equipment and facilities are maintained in a safe condition.



**Policy COS 8.7 Environmentally Sound Park Operations.** Use native and drought-tolerant plant species, efficient irrigation systems, reclaimed water, and sustainable management practices. Expand efforts to improve recycling opportunities in all parks and implement trash-reduction measures, especially during large community events.

**Policy COS 8.8 San Mateo City Parks and Recreation Foundation.** Continue to support the San Mateo City Parks and Recreation Foundation efforts to expand non-City resource opportunities, such as funding and volunteers, in support of park development, improvements, and maintenance.

## ACTIONS

**Action COS 8.9 Recreation Facility Infrastructure.** Implement the highest-priority improvements identified from the Recreation Facilities Master Plan with special focus on improvements that address safety and accessibility, geographic equity, childcare, aquatics, and multigenerational programming.

**Action COS 8.10 Design Principles and Park Image.** Establish design principles for all new or renovated parks to maximize productivity, efficiency, and community value, including adding the potential for flexible use for emergency shelters and disaster response. Develop an image plan that includes the effective use of signage, color, lighting, and plant material that meets both aesthetic and maintenance needs.

**Action COS 8.11 Maximized Park Assets.** Review and update the Asset Management Plan to identify the highest and best use of undeveloped parcels or underutilized areas within existing parks to ensure they are best positioned to meet current and future needs.

**Action COS 8.12 Strategic Community Partnerships.** Develop and maintain positive partnership relations with schools, businesses, community groups, and civic organizations for park access, maintenance, and enhancement to maximize resources, eliminate duplication of effort, and reach common goals.

**Action COS 8.13 Neighborhood-Supported Projects.** Increase efforts to seek neighborhood support for enhancement and beautification projects as the City's fiscal resources become constrained. Prioritize enhancement and beautification efforts in equity priority communities.

**Action COS 8.14 School Facility Access.** Partner with local school districts to explore ways to expand public access to school facilities, including gymnasiums and swimming pools.





**GOAL COS-9** Provide stable and adequate operational and capital funding for the parks and recreation system.

## POLICIES

- Policy COS 9.1 Program Fees and Cost Recovery.** Maintain and periodically update program fees to recover costs.
- Policy COS 9.2 Maintenance and Operating Costs.** Consider long-term maintenance and operating costs in acquisition, development, and redevelopment decisions.
- Policy COS 9.3 Park Equipment and Maintenance.** Phase out the use of gas-powered equipment and increase the use of more environmentally friendly fertilization options in City parks and facilities over time.
- Policy COS 9.4 Parks and Facilities in Major Projects.** Factor park and facility maintenance and operating costs into park master plans or major facility upgrades.
- Policy COS 9.5 Development Fees.** Assess appropriate fees and taxes to ensure that new development contributes proportional funding to compensate for its impacts on recreation facilities and services.
- Policy COS 9.6 Cooperative Service Delivery.** Use opportunities for cooperative acquisition, development, operation, and programming with private organizations or other public agencies that will provide more effective or efficient service delivery.

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# CHAPTER 7

## Public Services and Facilities Element









# PUBLIC SERVICES AND FACILITIES ELEMENT

## INTRODUCTION

Public services and facilities contribute to San Mateo's high quality of life. The City of San Mateo is committed to ensuring our community is safe and has adequate and equitable infrastructure and services. The Public Services and Facilities Element is not one of the required elements for a General Plan. However, the City understands the importance of public services and facilities, and the goals, policies, and actions in this element work to maintain and enhance these services as our community changes. This element covers the following topics:

- Community safety
- Water supply
- Wastewater and flood-control infrastructure
- Energy and telecommunications infrastructure
- Public facilities
- Child care and schools
- Seniors and aging adults
- Healthcare and social services
- Solid waste

## RELEVANCE TO GENERAL PLAN THEMES



### Sustainability in this Element:

- Manages wastewater and stormwater to protect water quality in our waterways.
- Supports a resilient building stock that reduces or eliminates carbon emissions.
- Maintains the quality of public services as the city grows.
- Supports solid waste reduction and recycling.
- Supports plans for water management and conservation.



### Environmental Justice in this Element:

- Provides for the equitable distribution of public services and facilities throughout the city so that everyone, including vulnerable residents such as children, low-income households, and seniors, can thrive in San Mateo.
- Supports efforts to explore creative options such as reduced permit fees, reduced impact fees, and tax incentives to provide better healthcare services in equity priority communities.
- Commits to code enforcement that advances equity.



### Community Engagement in this Element:

- Continues to support public facilities, such as libraries, schools, and child care centers that engage with the community and help them discover, enjoy, connect, and learn in an ever-changing world.
- Ensures that the San Mateo community is informed about potential public services and facilities improvements in their neighborhood by applying outreach and engagement strategies that encourage broad representation and are culturally sensitive.





## COMMUNITY SAFETY

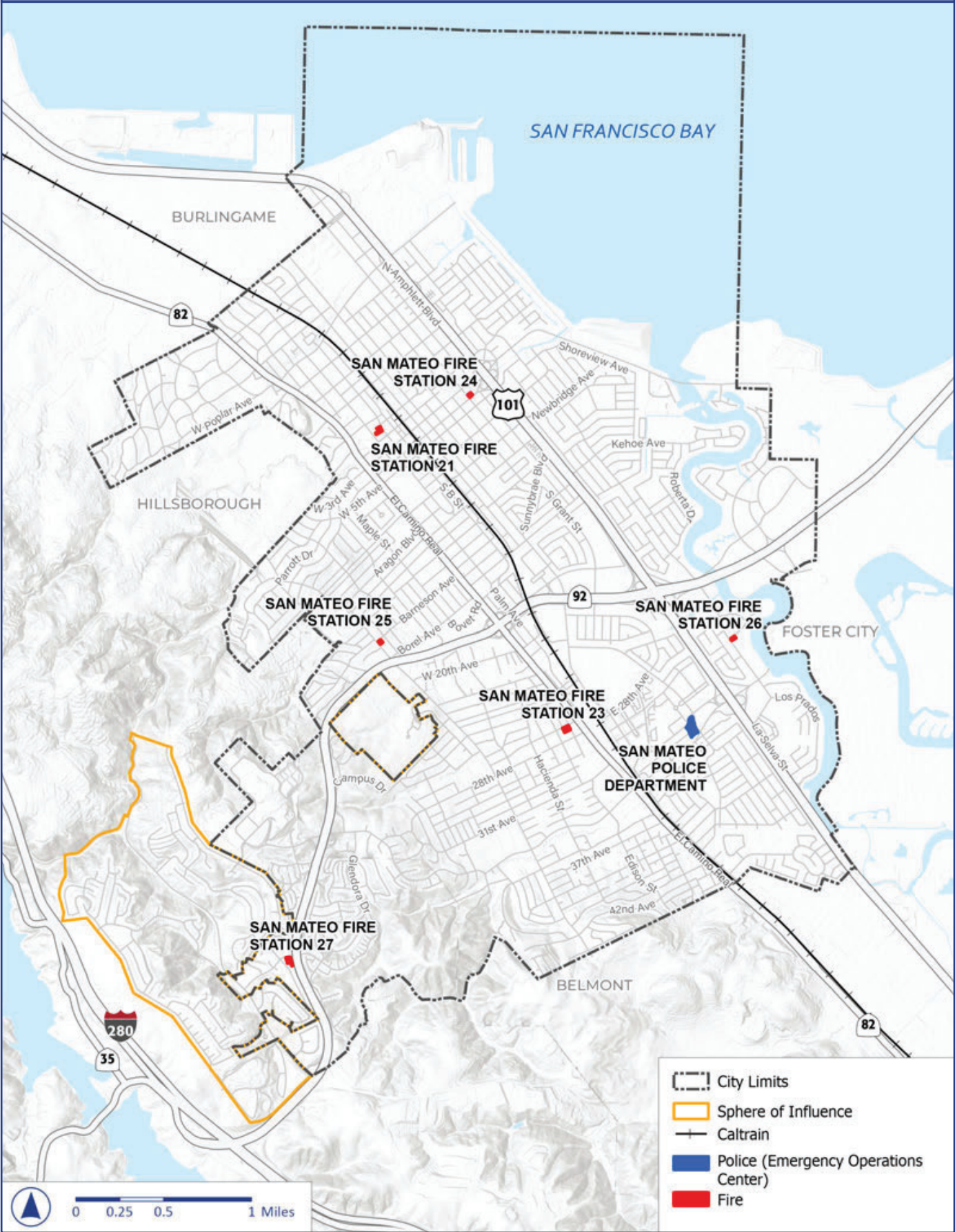
Community safety services, such as law enforcement, fire personnel, and Emergency Medical Service (EMS) Readiness are vital to protecting the community's health, safety, and welfare. The San Mateo Police Department (SMPD) is a 24/7 comprehensive community policing department that provides many types of services, including responding to crime, enforcing traffic and parking regulations, and working with the city's youth on education and community-building programs. Fire services are provided by the San Mateo Consolidated Fire Department (SMC Fire), a separate agency that serves San Mateo, Belmont, and Foster City. SMC Fire's goals are to meet the State fire protection requirements for all land uses. There are six fire stations in San Mateo, each of which has one fire engine staffed by one Fire Captain and two Firefighters/Engineers. Figure PSF-1 shows the police and fire stations in San Mateo.

The City works with the San Mateo County EMS to respond to medical emergency needs. The County's EMS system is a public/private partnership between a private consulting service that offers ambulance service and paramedic first response, fire service agencies in San Mateo County, and the County Health Services Department's EMS office.

While community safety services are invaluable to San Mateo, the City also recognizes and understands that code enforcement to address safety issues has the potential to both benefit and harm low-income households. The City believes and will work towards a future where code enforcement is used to advance equity, while still continuing to provide high-quality service to the community.



Figure PSF-1 Fire and Police Services




Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-1** Protect the community's health, safety, and welfare by maintaining adequate police, fire, and life safety protection.

### POLICIES

- Policy PSF 1.1 Effective Police and Fire Services.** Maintain facilities, equipment, and personnel to provide an effective police force and fire protection to serve existing and future population and employment, as identified in the Land Use Element.
- Policy PSF 1.2 Police Station.** Provide police station facilities to meet the facility requirements through 2040. Distribute, locate, and design police support facilities (i.e., substations) as needed to maximize effectiveness, use, accessibility for police personnel, and community interaction.
- Policy PSF 1.3 Fire Stations.** Coordinate with and support San Mateo Consolidated Fire Department (SMC Fire) to maintain a high level of service by modernizing fire stations, as needed. Provide new stations and improvements to existing stations and training facilities to meet equipment, staffing, and training requirements, as well as Essential Services Building Requirements.
- Policy PSF 1.4 Fire Inspections.** Coordinate with and support SMC Fire to maintain fire inspection staffing levels to meet existing needs and the projected 2040 population, employment and development, and inspections mandated by other governmental agencies, consistent with the City's Building Security Code.
- Policy PSF 1.5 Maintenance and Replacement.** Coordinate with and support SMC Fire to provide fire apparatus replacement and maintenance programs to achieve a high state of readiness.
- Policy PSF 1.6 Emergency Medical Service (EMS) Readiness.** Maintain the highest level of Emergency Medical Service (EMS) readiness and response capabilities possible by encouraging interagency medical drills and exercises where hospital personnel work with emergency responders in the field and with Emergency Operation Centers and by encouraging citizens to become trained in basic medical triage and first aid through the Community Emergency Response Team (CERT).
-  **Policy PSF 1.7 Equitable Code Enforcement.** Continue to use code enforcement to equitably enforce the City's property maintenance codes to ensure that all residents, specifically those living in equity priority communities, have safe and sanitary living conditions.

### ACTION

- Policy PSF 1.8 Police and Fire Cover Assessments.** Complete standard of cover assessments or staffing studies periodically for Police and Fire Services to ensure that appropriate response times, staffing and levels of service are available to meet community needs as the City's population grows.

## WATER SUPPLY

San Mateo receives water from two primary providers: the California Water Service (Cal Water) and Estero Municipal Improvement District (EMID). Cal Water’s Mid-Peninsula District, which includes the City of San Carlos, serves the majority of San Mateo, while EMID provides services to the bayside portions of San Mateo east of Seal Slough and Foster City.

Cal Water and EMID distribute and sell water directly to consumers; however, both agencies receive their water supply from the San Francisco Regional Water System (SF RWS) operated by the San Francisco Public Utilities Commission (SFPUC). Most of San Mateo’s current water supply comes from Hetch Hetchy reservoir and the Tuolumne River watershed in the Sierras, while the remaining supply comes from the Alameda Creek and San Mateo County watersheds. Figure PSF-2 identifies the watersheds in San Mateo.

Given that drought will be a persistent challenge in California and could affect future water supply, the City will continue to require water conservation and support alternatives to the current water supply to increase the resilience of this critical resource. In addition, the City will continue to explore strategies to increase the water supply such as the SF-Peninsula Regional PureWater project that would turn wastewater from San Mateo and other areas into drinking water.

This section focuses on policy direction for water supply and flood-control infrastructure. Policy direction for protecting and enhancing the city’s waterways can be found in the Conservation, Open Space, and Recreation Element, and policies and actions to protect the community from flooding and sea level rise are in the Safety Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-2** Support access to a safe, sustainable, and resilient supply of water for San Mateo.

### POLICIES



**Policy PSF 2.1 Supplemental Water Sources.** Support efforts by California Water Service, Estero Municipal Improvement District, and adjacent jurisdictions to develop supplemental and resilient water sources.

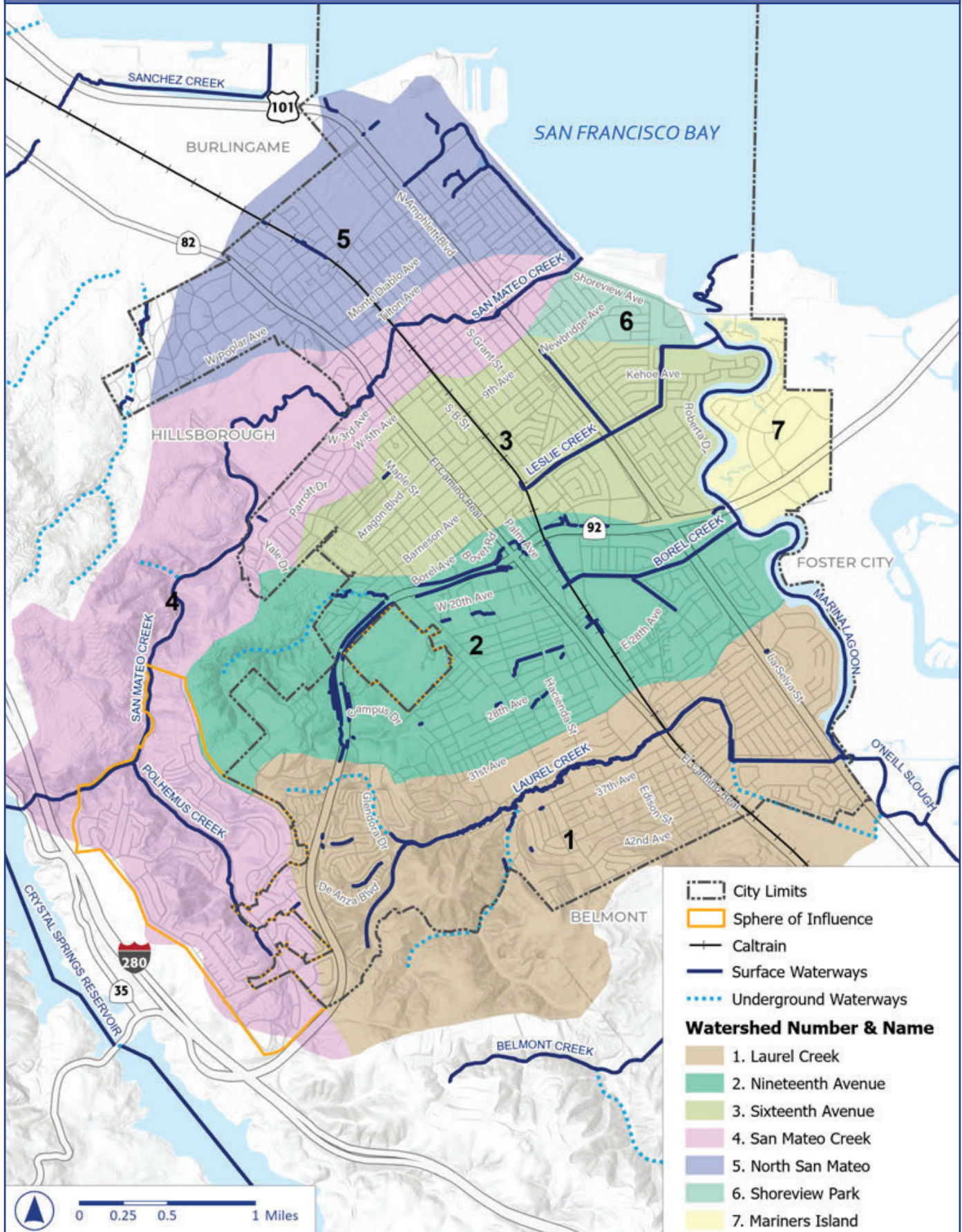


**Policy PSF 2.2 Water Supply Planning.** Coordinate with Cal Water and Estero Municipal Improvement District upon each update of their respective Urban Water Management Plans to ensure there is an adequate and sustainable water supply for current and future development.



**Policy PSF 2.3 Water Conservation.** Work with California Water Service, Estero Municipal Improvement District, Bay Area Water Supply Conservation Agency, and other mid-peninsula cities to support local, regional, and statewide water conservation efforts. Encourage all properties to convert to water-efficient landscaping.

Figure PSF-2 Watershed Areas



Source: City of San Mateo, 2022; USGS; ESRI, 2022; PlaceWorks, 2023.  
 Note: This map is included for informational purposes and is not adopted as part of this General Plan.



**Policy PSF 2.4 Water Supply for New Development.** Require applicants to provide will-serve letters from water purveyors prior to issuing building permits for new development to demonstrate that water supply is available.

**Policy PSF 2.5 Water-Conserving Fixture Retrofits.** Require that all residences and commercial properties that apply for a building permit for alternations or renovations provide proof of water-conserving plumbing fixtures.

**Policy PSF 2.6 Water Offset Requirements.** Require all new development or redevelopment projects to comply with the water conservation and offset policies and requirements imposed by California Water Service or Estero Municipal Improvement District, depending on the water service area in which the project is located.

**Policy PSF 2.7 Water Shortage Plans.** Coordinate with California Water Service and Estero Municipal Improvement District to conduct community outreach and take other steps to ensure compliance with their Water Shortage Contingency Plans during water shortages, such as a drought or supply interruption.



**Policy PSF 2.8 Water Efficiency.** Support increased water efficiency in all new development and existing building stock.

## ACTIONS

**Action PSF 2.9 Recycled Water.** Continue working with California Water Service, the San Francisco Public Utilities Commission, the Bay Area Water Supply & Conservation Agency, the City of Redwood City, and Silicon Valley Clean Water to develop an advanced water purification facility that treats wastewater from the San Mateo wastewater treatment plant to tertiary treatment standards.

**Action PSF 2.10 Water-Reduction Strategies.** Work with California Water Service, Estero Municipal Improvement District, Bay Area Water Supply Conservation Agency, and other mid-peninsula cities to promote water-reduction strategies and to create an outreach program that will help inform residents and businesses of increased costs, the need for conservation efforts, and available incentives and rebates.

**Action PSF 2.11 Water Usage.** Work with Cal Water to collect and track water use by land use type and make this information available to the community.



## WASTEWATER AND FLOOD-CONTROL INFRASTRUCTURE

### Wastewater

Wastewater is produced by using sinks, flushing the toilet, showering, and doing laundry. Commercial services, industrial facilities, and other sources also create wastewater as a part of their normal business operations.

The City of San Mateo maintains wastewater infrastructure through the Department of Public Works. The City's wastewater system treats wastewater to create a healthy and sanitary environment. The City's wastewater system is made up of over 200 miles of sanitary sewer lines, more than 5,000 manholes, and dozens of sewer lift stations. A majority of the wastewater system is over 60 years old, and the City is in the process of upgrading the aging infrastructure. The Sewer System Management Plan, Integrated Wastewater Master Plan, and Clean Water Program are some of the key documents that will guide San Mateo with this effort.

This system moves the wastewater from where it is generated to the San Mateo Wastewater Treatment Plant, where the wastewater gets treated and eventually discharged into the San Francisco Bay. The wastewater treatment plant is jointly owned by the City of San Mateo, City of Foster City, and EMID, and it serves more than 150,000 people and businesses at an average flow of 10 million gallons each day. Because of its location along the San Francisco Bay shore, upgrades to the wastewater treatment plant have been designed to anticipate and be resilient to impacts from rising sea levels.

## Flood-Control Infrastructure

The city encompasses seven major drainages, both artificial and natural, between the Santa Cruz Mountains and San Francisco Bay along the eastern side of the San Francisco Peninsula. Major watersheds include the North Shoreview District, San Mateo Creek, East Third Avenue, 16th Avenue Drain, 19th Avenue Drain, Laurel Creek, and Mariners Island. The City maintains the Laurel Creek Dam, has 130 miles of storm drain lines, and 10 pump stations that all discharge to San Francisco Bay. The city is also protected against high tides and wind-generated waves from San Francisco Bay through a three-mile bayfront levee system.



The Marina Lagoon is a 1,400-acre-foot water storage facility that was created from remnants of O’Neill Slough and Seal Slough and was dredged and leveed to provide flood protection and recreational opportunities. The lagoon captures water flowing from the 16th Avenue Drainage Channel, 19th Avenue Drainage Channel, and Laurel Creek. The three tributaries provide a source of freshwater runoff during the winter. The Marina Lagoon pump station is a critical flood-control infrastructure system. Circulation and water quality in the Marina Lagoon are enhanced by allowing bay water from Belmont Slough to flow into the lagoon at the O’Neil Tide Gate.

The 2004 San Mateo Storm Drain Master Plan provides an assessment of capital improvement projects needed for flood protection. San Mateo’s flood-control infrastructure will continue to play a key role in protecting the community from both sea level rise and extreme storm events as the climate changes.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-3** Maintain sewer, storm drainage, and flood-control facilities adequate to serve existing needs, projected population and employment growth, and that provide protection from climate change risk.

### POLICIES

**Policy PSF 3.1 Sewer System.** Provide a sewer system that safely and efficiently conveys sewage to the wastewater treatment plant. Implement the Sewer System Management Plan to ensure proper maintenance, operations, and management of all parts of the wastewater collection system.

**Policy PSF 3.2 Sewer Requirements for New Development.** Require new multifamily and commercial developments to evaluate the main sewer lines in the project vicinity, which will be used by the new development and make any improvements necessary to convey the additional sewage flows.

**Policy PSF 3.3 Sewer Overflow Reduction.** Eliminate sanitary sewer overflows, which create a public health hazard for residents and compromises the water quality of the city's creeks, Marina Lagoon, and San Francisco Bay.

**Policy PSF 3.4 Wastewater Treatment Plant.** Operate, upgrade, and maintain the Wastewater Treatment Plant to ensure ongoing wastewater treatment in compliance with regulatory requirements.

**Policy PSF 3.5 Interagency Coordination for Wastewater Planning.** Coordinate future planning of the sewer collection and wastewater treatment plant with the other users of the systems, including the Estero Municipal Improvement District (City of Foster City), the Crystal Springs County Sanitation District, Town of Hillsborough, and City of Belmont.

**Policy PSF 3.6 Stormwater System.** Operate, upgrade, and maintain a stormwater drainage and flood-control system that safely and efficiently conveys runoff to prevent flooding and protect life and property; minimizes pollutants discharging to creeks and San Francisco Bay; manages stormwater as a resource and not a waste; and protects against the impacts of climate change.



**Policy PSF 3.7 Water Quality Standards.** Manage City creeks, channels, and the Marina Lagoon to meet applicable State and federal water quality standards. Manage City creeks and channels for both flood protection and aquatic resources.

**Policy PSF 3.8 Stormwater Pollution Prevention.** In accordance with requirements in the Municipal Regional Stormwater Permit, implement programs, plans, and policies to ensure pollutants are minimized in stormwater runoff.



**Policy PSF 3.9 Green Infrastructure.** Minimize stormwater runoff and pollution by requiring new green infrastructure to treat and improve stormwater quality as part of public and private projects.



**Policy PSF 3.10 New Creekside Development Requirements.** Require that new creekside development protect and improve setbacks, banks, and waterways adjacent to the development projects to increase flood protection and enhance riparian vegetation and water quality. Prevent erosion of creek banks.



**Policy PSF 3.11 Hydrologic Impacts of Creek Alteration.** Ensure that improvements to creeks and other waterways do not cause adverse hydrologic impacts, adversely affect adjacent properties, or significantly increase the volume or velocity of flow of the subject creek.

**Policy PSF 3.12 Levee System.** Continue to assess, maintain, and upgrade the City's levee system. Collaborate with the Federal Emergency Management Agency, OneShoreline, and neighboring agencies to ensure adequate flood control and sea level rise protection.

**Policy PSF 3.13 Marina Lagoon.** Continue to maintain the Marina Lagoon as flood control infrastructure that accounts for climate change risks and major flood events.



**Policy PSF 3.14 City Utility Programs Funding.** Maintain adequate, sustained, and dedicated revenue sources for City utility programs to support the sanitary sewer system, stormwater system, and refuse collection.

## ACTIONS

**Action PSF 3.15 City Infrastructure Studies and Master Plans.** Develop and coordinate studies and master plans to assess infrastructure and to develop a Capital Improvement Program for necessary improvements. Incorporate climate change risks, such as the impacts of droughts, increasing storm events, sea level rise, and groundwater changes in the planning process.

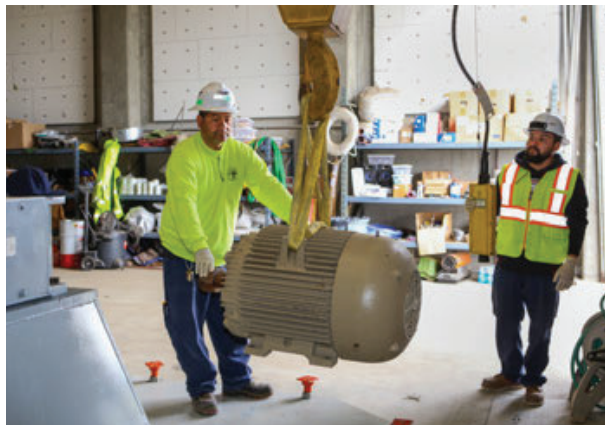
**Action PSF 3.16 Stormwater Treatment.** Continue to participate in the San Mateo Countywide Stormwater Pollution Prevention Program, “Flows to Bay,” to ensure compliance with the Municipal Regional Stormwater Permit to prevent water pollution from point and non-point sources.

**Action PSF 3.17 Stormwater Pollution Prevention Education.** Partner with other agencies and organizations, such as Flows to Bay, to help inform residents and businesses of ways to protect water quality and prevent stormwater pollution.

**Action PSF 3.18 Stormwater Requirements for Development.** In accordance with State regulatory mandates, require applicable new and redevelopment projects to incorporate site design, source control, treatment, and hydromodification management measures to minimize stormwater runoff volumes and associated pollutants.

**Action PSF 3.19 Green Infrastructure Plan.** Implement the City’s Green Infrastructure Plan through complete streets implementations or private development projects to gradually shift from a traditional stormwater conveyance system (“gray”) to a more natural system that incorporates plants and soils to mimic watershed processes, capture and clean stormwater, reduce runoff, increase infiltration, and create healthier environments (“green”).

**Action PSF 3.20 Stormwater Management Funding.** Establish a dedicated funding source for stormwater management.



# ENERGY AND TELECOMMUNICATIONS INFRASTRUCTURE

## Energy

In San Mateo, energy mostly comes from electricity and natural gas. Pacific Gas and Electric Company (PG&E) and Peninsula Clean Energy (PCE) provide electrical services. PCE purchases electricity that is produced from renewable energy sources and works with PG&E to distribute the electricity to consumers in San Mateo. PG&E is the sole provider and distributor of natural gas services.

Because electric utilities serving San Mateo offer clean electricity options, much of San Mateo's electricity already comes from carbon-free sources. Residents and businesses in PCE's service area, including San Mateo, are automatically enrolled in PCE's ECOplus service, which is distributed to customers through PG&E's existing grid infrastructure. Both PCE and PG&E are required by State law to accelerate the deployment of renewable energy to achieve a standard of at least 60 percent renewable electricity by 2030 and 100 percent electricity from carbon-free sources by the end of 2045. Increasing the amount of locally distributed energy resources from renewable sources, such as rooftop solar energy systems, will reduce the cost of electricity for residents and businesses and enhance the local economy. The City is also pursuing policies and building code changes that will require new and existing buildings to use all-electric energy sources and eliminate natural gas as an energy source. By expanding on-site electricity generation and storage, San Mateo will reduce greenhouse gas emissions and become more resilient to grid failures and power disruptions.

Additional policies and actions that connect energy use and climate change are in the Land Use Element.

## Telecommunications

Telecommunications services, which include wireless internet, cell phone and wireline telephone, cable television, and satellite television, are offered by multiple service providers in the City of San Mateo. Mobile telephone service and wireless internet service is offered by multiple companies, which gives San Mateo residents and businesses a variety of options when choosing a mobile telephone and/or internet service provider.

The backbone of wireless networks consists of long-haul fiberoptic cables that connect major internet hubs over long distances. In San Mateo County, long-haul fiberoptic cables run north to south throughout the county. These networks can be expanded using small cell facilities, which are single small antennae placed on existing utility poles or streetlights along with small pole-mounted radios and other accessory equipment. They help wireless service providers meet the growing demand for wireless services. In general, as of 2019, residential and commercial broadband service levels in San Mateo are consistent with San Francisco Bay Area averages, according to the California Broadband Mapping Program.

## Utility Undergrounding

Undergrounding electrical lines and telecommunications infrastructure helps improve safety and community aesthetics with the added benefits of a more reliable utility and increased property values.

Placing electrical lines underground reduces wildfire risks by eliminating the potential for live electrical wires to ignite fires. Utilities placed underground are also protected from wind and storm events that often disrupt service. Personal safety is also improved by removing the potential for live-wire contact injuries and reducing collision points for automobiles and people, especially those with vision or mobility disabilities, through the removal of utility poles. Although there are many benefits to utility undergrounding, the primary disadvantage is it is more costly to underground utilities compared to the traditional overhead configuration. The City will continue to require private developers to underground utility service connections for new development and underground existing overhead lines when justifiable. The City will also continue to work with PG&E and other utility providers to underground new and existing overhead infrastructure as opportunities arise and funding permits.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-4** Promote the development of a clean energy supply, energy-efficient technology, and telecommunications facilities that benefit all members of the community.

### POLICIES



**Policy PSF 4.1 Clean Energy.** Support the advancement of a carbon-neutral energy supply.



**Policy PSF 4.2 Energy Conservation.** Support efforts to reduce per-capita energy use.

**Policy PSF 4.3 Building Electrification.** Require electrification for new building stock and reduce fossil fuel usage for existing building stock at the time of building alteration.



**Policy PSF 4.4 Energy Resilience.** Require new development projects to incorporate energy-efficiency measures, electric equipment, solar energy systems, and battery storage into their projects (Building Integrated Photo-Voltaic/BIPV) and encourage existing development to incorporate solar energy systems and battery storage.



**Policy PSF 4.5 Grid Resilience.** Support PG&E's efforts to improve grid resilience and capacity to meet increased electrical demand.



**Policy PSF 4.6 Renewable Energy Neighborhood Microgrids.** Encourage the establishment of renewable energy neighborhood microgrids to support resilience, especially within equity priority communities.

**Policy PSF 4.7 Service Improvement and Expansion.** Seek to ensure adequate energy and communication systems to serve existing and future needs while minimizing impacts on existing and future residents by requiring new development to underground power lines and provide underground connections, when feasible, and prioritizing cellular coverage for all areas of the city while appropriately minimizing visual impacts of cellular facilities, antennas, and equipment shelters.

**Policy PSF 4.8 Access and Availability.** Work with service providers to support access to and availability of a wide range of state-of-the-art telecommunication systems and services for households, businesses, institutions, and public agencies in San Mateo.

**Policy PSF 4.9 Coordinate Infrastructure Improvements.** Combine, to the extent possible, upgrades and repairs to public infrastructure, such as roadways with utility needs, broadband upgrades, bicycle and pedestrian improvements, and levees.

**Policy PSF 4.10 Private Utility Undergrounding.** Require new private development to underground service connections onto private property.

**Policy PSF 4.11 Public Wi-Fi.** Provide high-speed internet access to the public at all City facilities.

## ACTIONS

**Action PSF 4.12 Dig Once.** Establish a “dig once” policy, coordinating utility and roadway construction to avoid digging up the right-of-way multiple times, to reduce costs and impacts on the public right-of-way. The policy shall apply to infrastructure, utilities, and broadband whenever possible.

**Action PSF 4.13 Utility Network Undergrounding.** Underground existing electrical and communication transmission and distribution lines in the public right-of-way as funds permit.

**Action PSF 4.14 Utility Undergrounding Requirements.** Amend the San Mateo Municipal Code to require new private development to underground utilities and service connections on and adjacent to the site and to install and maintain signs, streetlights, and street landscaping adjacent to sidewalks.



**Action PSF 4.15 Renewable Energy.** Increase new annual installations of solar or renewable energy systems. Partner with Peninsula Clean Energy to study and implement a sustainable and resilient system that can be used as a pilot program for locally generated power not reliant on outside power sources.



**Action PSF 4.16 Solar Energy.** Promote local partnerships and rebate opportunities that make solar and battery storage simpler and more affordable while ensuring that the permit process is quick and inexpensive.

## PUBLIC FACILITIES

San Mateo’s public facilities provide a range of community services that support and enrich the lives of the city’s residents. The San Mateo Public Library operates three physical libraries that have services, programs, and resources for members of all ages, such as Project Read – an adult literacy program, activities for teens, and a Job Seekers Center. It also has an eLibrary that allows users to borrow digital copies of printed material. Other public facilities include City Hall, the Corporation Yard, and the Senior Center and the Martin Luther King Jr. Community Center. The City is proud to provide these services and facilities for its residents, and it will continue to ensure that all San Mateo residents, particularly those in vulnerable communities such as youths, low-income households, and seniors have access to well-maintained facilities that serve their needs.



The San Mateo County Events Center is a public facility within the city, but it is owned and operated by the County. The Events Center covers 48 acres and includes a park, outdoor space, and 195,000 square feet of meeting space for trade events, corporate meetings, sporting events, festivals, etc.

For background information and policies about the City's park and recreation facilities and programs, please refer to the Conservation, Open Space, and Recreation Element.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-5** Maintain and develop public facilities, and ensure they are equitably available to all current and future members of the community.

### POLICIES



**Policy PSF 5.1 Equitable Facilities.** Ensure that all San Mateo residents and employees have access to well-maintained facilities that meet community service needs. Encourage the development of facilities and services for vulnerable communities, such as children, low-income households, and seniors, in a variety of settings.

**Policy PSF 5.2 Joint Use.** Encourage joint use and public-private partnerships where feasible.

**Policy PSF 5.3 City Hall.** Consider upgrading or expanding City Hall to ensure sufficient space is available and consider establishment of a Downtown facility or civic campus to support City staffing and service needs through the year 2040 and beyond.



**Policy PSF 5.4 Library Resources and Services.** Continue to maintain a comprehensive collection of resources and services to help the community discover, enjoy, connect, and learn in an ever-changing world. Continue to offer quality library services and programs to a diverse community promoting literacy and lifelong learning. Maintain a materials budget, staffing, and service hours for the City's library system that are adequate to meet the community needs and meet the continuing changes in information technology.



**Policy PSF 5.5 Library Facilities.** Maintain capital investment for essential repairs and space-enhancements to meet current and future needs of library patrons and community organizations.

**Policy PSF 5.6 Cultural and Entertainment Facilities.** Encourage the establishment of cultural and entertainment facilities in the Downtown core and allow these types of uses to fulfill retail frontage requirements.

**Policy PSF 5.7 Incentives for Public Facilities.** Provide incentives to developers for projects that include needed space for public facilities in new development.



**Policy PSF 5.8 Martin Luther King Jr. Community Center.** Improve and maintain the Martin Luther King Jr. Community Center as an important neighborhood-serving community and recreational facility in the North Central Equity Priority Community.

**Policy PSF 5.9 San Mateo Senior Center.** Maintain and, as feasible, improve the Senior Center as an important facility that serves as an age friendly community space and provides programming, activities, and services for older adults.

**Policy PSF 5.10 Corporation Yard.** Maintain corporation yard facilities with functions such as vehicle repair facilities, equipment and material storage, and administrative office space to support City operational needs.

**Policy PSF 5.11 San Mateo County Events Center.** Promote the physical and aesthetic improvement of the San Mateo County Events Center.

**Policy PSF 5.12 City Property Acquisition.** Seek opportunities to purchase or acquire property to meet current or future needs for the expansion of specific City services and facilities or if there is a demonstrated public need.



**Policy PSF 5.13 Inclusive Outreach.** Notify the community of potential public services and facilities improvements in their neighborhood. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

**Policy PSF 5.14 Public Facilities Funding.** Maintain adequate, sustained, and dedicated revenue sources to support maintenance and investment of the City's public facilities.

## ACTIONS

**Action PSF 5.15 Progress Tracking.** Develop and maintain communication tools, such as a dashboard or heat map, to communicate information and updates related to capital improvements and other facility and infrastructure projects to promote community awareness.

**Action PSF 5.16 Restroom Facilities.** Explore the feasibility of installing additional restrooms at City parks and public facilities.

## CHILD CARE AND SCHOOLS

Although the City doesn't have direct control over educational institutions, it can support local schools through efforts like coordinating on construction and improvements, calming traffic along student travel routes, and communicating about major projects and planned growth to help all parties adequately prepare for the future.

Within the City Limits, there are four public school districts with 19 public elementary, middle, and high schools; the College of San Mateo; and multiple K-12 private schools. A majority of the public school students in San Mateo attend elementary and middle schools through the San Mateo-Foster City School District, and high school through the San Mateo Union High School District, as shown in Figures PSF-3 and PSF-4. Public school students in southern portions of the city adjacent to Belmont are within the Belmont-Redwood Shores Elementary School District and the Sequoia Union High School District. All four public school districts are highly ranked for their quality of education when compared to districts across the San Francisco Bay Area.

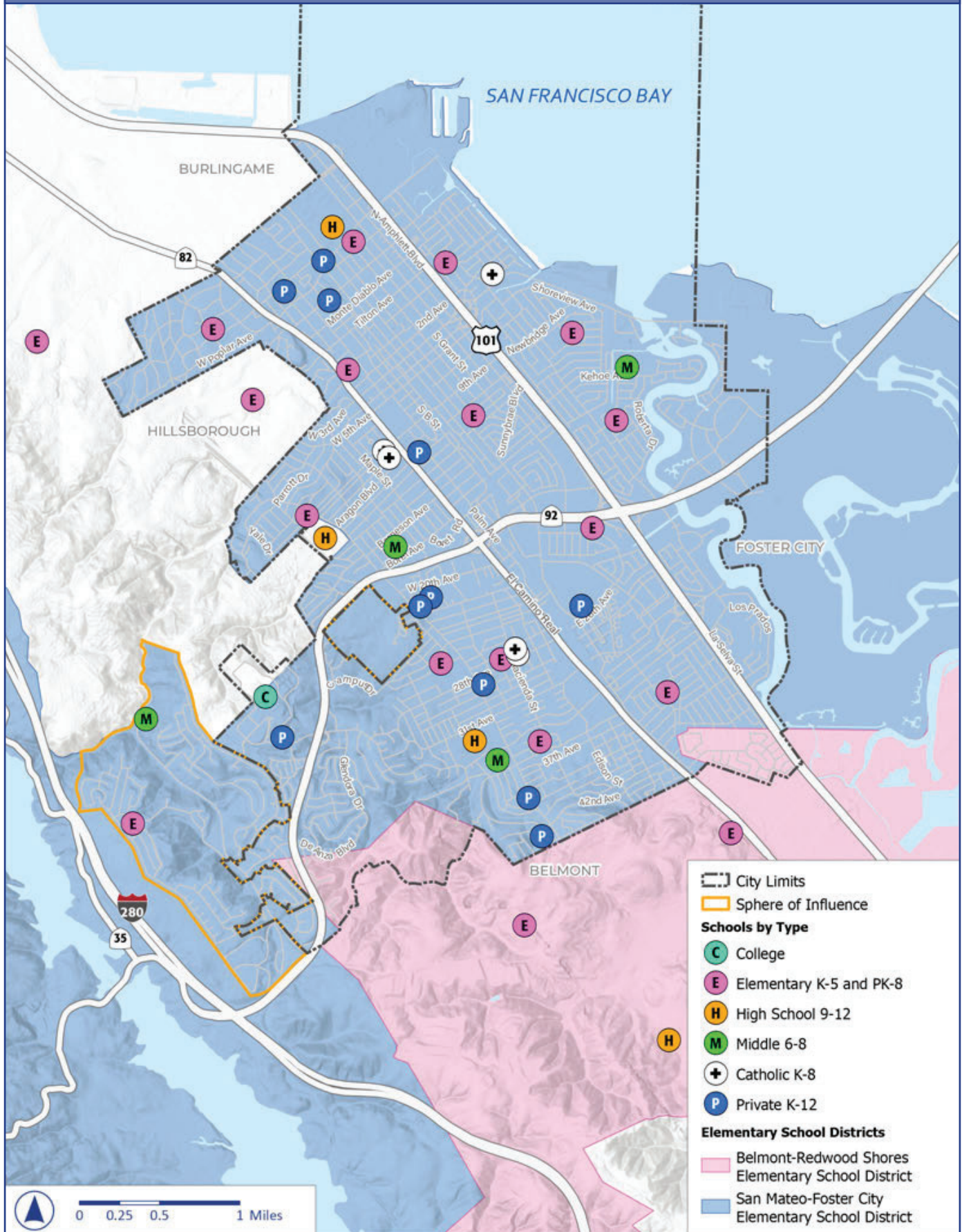
The San Mateo County Community College District (SMCCCD) operates the College of San Mateo, a community college that offers associate degrees and certificate programs. These include the Associate in Arts Degree for Transfer (AA-T) and Associate in Science Degree for Transfer (AS-T), which offer guaranteed admission to the California State University system.

Child care facilities are important components of the city's infrastructure. However, working families have historically struggled to find child care services in San Mateo. Affordable and high-quality child care services that are equitably distributed throughout the city allow parents, grandparents, and guardians to work and contribute to the local economy. The City is committed to increasing child care facilities within its City Limits. In 2004, the City adopted a Child Care Development Fee for new residential and commercial development to fund child care facilities. Recognizing the ongoing need to address this challenge, the City will continue to collaborate with child care providers, employers, young families, and other stakeholders and support policies to provide more child care facilities in San Mateo.





Figure PSF-3 School Sites and Elementary School Districts

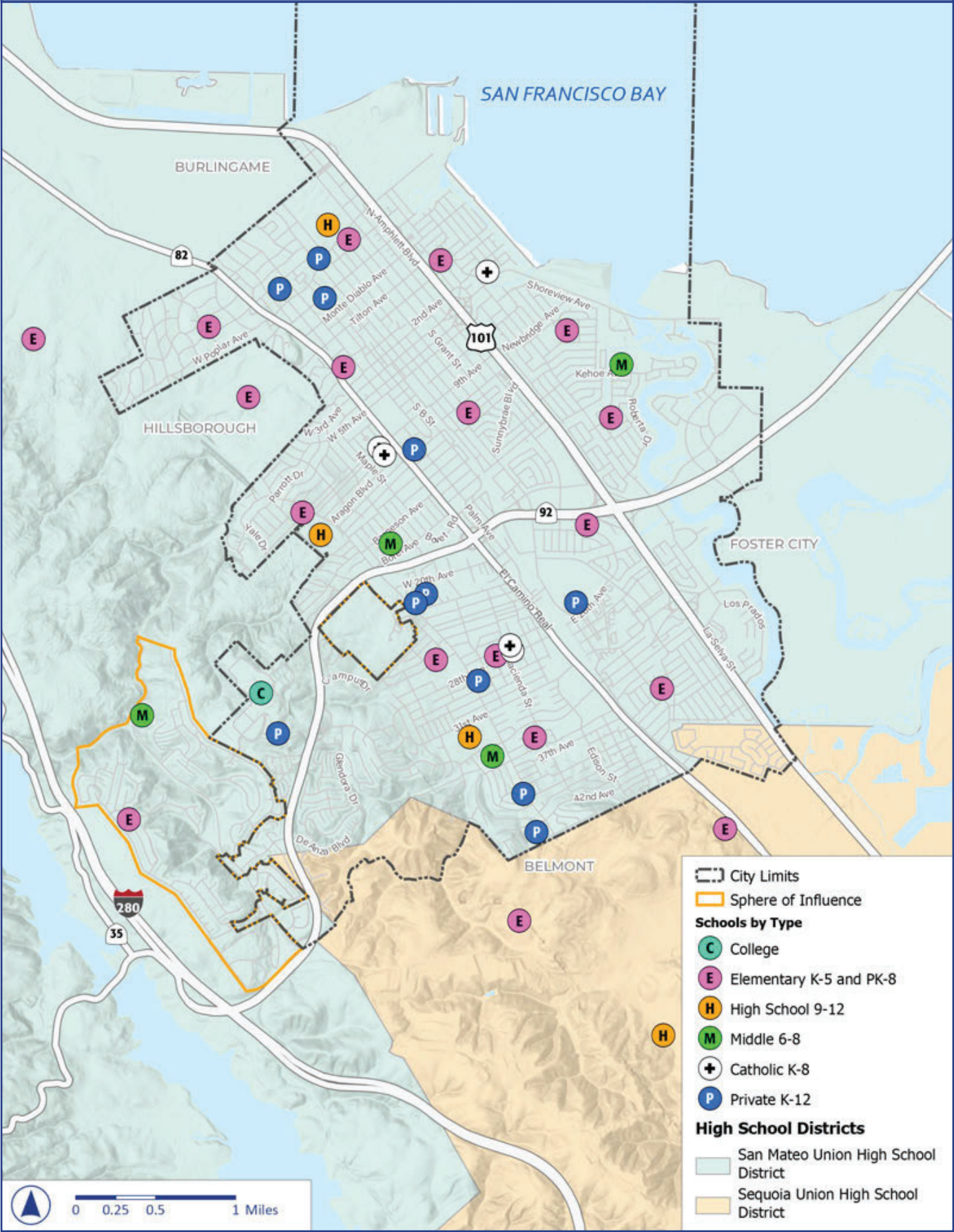


Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.



Figure PSF-4 School Sites and High School Districts



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-6** Foster the healthy development and education of children of all abilities, incomes, and backgrounds.

### POLICIES

- Policy PSF 6.1 School Assistance.** Support efforts by the school district to maintain facilities, equipment, and personnel to provide quality public education to students in San Mateo.
- Policy PSF 6.2 Child Care Needs.** Support the provision of child-care programs and facilities to meet the needs of children of all abilities, incomes, and backgrounds through 2040.
- Policy PSF 6.3 Provision of Child Care.** Encourage public and private agencies and employers to provide child-care services and facilities.
- Policy PSF 6.4 Child Care Centers at Public and Quasi-Public Facilities.** Encourage retention of existing child care centers and support programs at public and private school sites and other quasi-institutional facilities because of their suitability for such uses and proximity to adjacent residential neighborhoods.
- Policy PSF 6.5 Child Care Centers in Residential and Employment Areas.** Encourage child care centers in residential neighborhoods where they meet City standards and at employment centers.
- Policy PSF 6.6 Recreation Centers.** Consider offering full-day, licensed child care at City recreation centers to meet working families' needs or offering space for other operators to do so.
- Policy PSF 6.7 Child Care Homes Resources.** As feasible, support existing and new licensed family child care homes with available housing-related and small business resources.

### ACTIONS

- Action PSF 6.8 School District Coordination.** Maintain effective, collaborative relationships with all local school districts.
- Action PSF 6.9 Child Care and New Construction.** Encourage new residential and nonresidential development to include space for child care by taking the following actions:
- Provide incentives for inclusion of space for a child care center, or housing units for licensed family child care providers, in a new development.
  - Promote child care to developers as an amenity favored by the City.
  - Continue to implement the developer impact fee for funding child care facilities.
  - Encourage housing developers to include units that meet size and functionality requirements to support the operation of licensed family child care home providers.

## SENIORS AND AGING ADULTS

The 65 and older population is San Mateo's fastest growing age group, and they benefit from dedicated programming and policies to ensure that seniors can age in San Mateo with dignity, independence, and connection to the wider community. San Mateo has a history of planning for older adults that began in 1986 with the establishment of the San Mateo Senior Citizen Master Plan Task Force and the first Senior Citizen Master Plan, which conducted an exhaustive study of the needs of older adults and prepared recommendations, two of which were the creation of the Senior Citizens Commission and the construction of the Senior Center.



Led by the Parks and Recreation Department, the Senior Citizens Commission, and the Age-Friendly Task Force, San Mateo is committed to working towards a more accessible and inclusive community for all ages. In 2020, San Mateo joined the AARP's Network of Age Friendly Communities, and in 2022 the City and community members completed the Age Friendly Action Plan, which provides a guide for assessing and improving major aspects of public life including the physical environment, government programs, activities, and social norms.

This General Plan also addresses aging adults in the Conservation, Open Space, and Recreation Element, through policies and actions focused on providing inclusive and accessible recreational programs and activities that are age-integrated, as well as in the Circulation Element with a policy that supports safe routes for seniors which are strategies and projects that make it safer for seniors walk around the city.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-7** Deliver public services and facilities that serve the needs of seniors, are age friendly, and allow San Mateo residents to age in place.

### POLICIES

**Policy PSF 7.1 Universal Design.** Encourage Universal Design, a design concept that encourages accessibility for people of all ages, in new residential construction and major remodels.

**Policy PSF 7.2 Healthy Aging.** Support institutions and initiatives that promote healthy aging, both at home and in care centers.



**Policy PSF 7.3 Outreach to Seniors.** Provide regular and timely communication to seniors and aging adults about the services, programs, and other opportunities available to these groups of people. Use age-appropriate outreach channels to disseminate information.



## ACTIONS

- Action PSF 7.4 Age Friendly City.** Support the City’s commitment to becoming an Age-Friendly City by continuing to implement the Age Friendly Action Plan.
- Action PSF 7.5 Comprehensive Senior Services.** Study the effectiveness of existing senior services and explore ways to increase and strengthen these services in coordination with senior service providers. Comprehensive services include addressing senior nutrition, mental health, and transportation.
- Action PSF 7.6 Senior Volunteers.** Continue the volunteer program by recruiting/encouraging participation of seniors with certain skills and experience.
- Action PSF 7.7 Caregiver Support.** Collaborate with private, nonprofit, faith-based and public community service organizations, including the County of San Mateo, to offer support for caregivers of seniors and people with disabilities.

## HEALTHCARE AND SOCIAL SERVICES

### Healthcare

Healthcare facilities in San Mateo, such as hospitals, clinics, and pharmacies, and social services in neighborhoods help to create a healthier city where residents can take care of their physical and mental health and social welfare. In San Mateo, two of the biggest healthcare providers are the San Mateo County Hospital, a public hospital operated by the San Mateo County Health Department, and Mills Health Center, a healthcare facility that is part of Sutter Health’s Mills-Peninsula Medical Center. These facilities provide community members access to a diverse range of care, including primary care, emergency services, dental care, cancer services, behavior health care, mental illness, gynecology and women’s health, and more.

### Social Services

The City of San Mateo does not directly provide social services but does have partnerships with and provide finance assistance to agencies and community-based organizations to provide social services to residents who need support.

The San Mateo County Department of Human Services has offices across the San Francisco Peninsula where community members can receive assistance to participate in State and federal social welfare programs. Community Health Advocates, a statewide nonprofit, collaborates with the City of San Mateo to provide insurance counseling and advocacy for Medicare



recipients. Social Vocational Services (SVS), another California-wide nonprofit, has a local office in the city where community members with development/intellectual differences can participate in unique programs that are tailored to their needs. Locally based nonprofit organizations, such as Peninsula Family Services and Samaritan House San Mateo, support children, families, older adults, and community members in need with a variety of social services programs that not only enrich the individuals but also contribute to a better community.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-8** Support access for all residents to healthcare facilities, social services, and other important community health amenities.

### POLICIES

- Policy PSF 8.1 San Mateo County Hospital.** Encourage the County to maintain County Hospital services in the city to provide access to medical care for all residents.
- Policy PSF 8.2 Mills Health Center.** Support the Mills Health Center remaining in San Mateo and encourage the continued provision and expansion of high-quality medical care services.
- Policy PSF 8.3 Health Centers.** Support the development of healthcare centers and the County's efforts to provide mobile clinics that are dispersed throughout the city. Avoid the concentration of health centers in any one neighborhood.
- Policy PSF 8.4 Social Services.** Support the provision of social services. Balance the need for social services in each neighborhood while ensuring that services are dispersed throughout the city and not concentrated in any one neighborhood.
- Policy PSF 8.5 Vulnerable Populations.** Support local religious institutions, nonprofit organizations, and community-based organizations in providing services and facilities for vulnerable populations.

### ACTIONS

- Action PSF 8.6 Community Healthcare Facilities.** Evaluate options to support existing and potential community healthcare facilities in equity priority communities through a variety of mechanisms, such as reduced permit fees and reduced impact fees. (Environmental Justice)
- Action PSF 8.7 Incentives for Support Services.** Study and, as feasible, implement economic incentives to encourage and sustain the development of support service uses, particularly in equity priority communities.

## SOLID WASTE

The City contracts with a private waste management company to provide residential and commercial solid waste collection, composting, and recycling services to San Mateo. Solid waste is transferred to the Shoreway Environmental Center in San Carlos where recyclable materials are sorted and separated. The remaining solid waste is disposed of at the Los Trancos Canyon (Ox Mountain) landfill in Half Moon Bay.

Solid waste in landfills emits methane, a powerful greenhouse gas, as it decomposes. Efforts to divert waste away from landfills helps reduce greenhouse gas emissions and raises awareness of our individual impact on the environment. Educational campaigns to repair, reduce, reuse, and recycle have helped reduce trash generation. In addition, State laws requiring many kinds of solid waste to be diverted from landfills have also significantly decreased the amount of trash that ends up in a landfill. Between 2015 and 2022, the City achieved a diversion rate of 73 percent. This means that close to three-quarters of all debris produced in the city is sent to recycling, composting, or alternative fuel centers instead of the landfill. The City aims to continue to increase this diversion rate over the life of this General Plan through ongoing active leadership to reduce trash and increase source reduction, recycling, and composting.

## GOALS, POLICIES, AND ACTIONS

**GOAL PSF-9** Reduce the generation of solid waste and increase the diversion of waste from landfills.

### POLICIES



**Policy PSF 9.1 Solid Waste Disposal.** Support waste reduction and diversion programs to reduce solid waste materials in landfill areas in accordance with State requirements.



**Policy PSF 9.2 Recycling.** Support programs to recycle solid waste and require provisions for on-site recycling in new development, in compliance with State requirements.



**Policy PSF 9.3 Composting.** Maintain the curbside composting program and expand composting of organics in accordance with State requirements.

### ACTION



**Action PSF 9.4 Waste Reduction.** Reduce waste sent to landfills by San Mateo's residents, businesses, and visitors, as required by State law and San Mateo Municipal Code, by mandating recycling and compost programs, setting aggressive waste-reduction goals for all development, and implementing appropriate solid waste rates to recover cost of services provided. Supportive actions for waste reduction are detailed in the Climate Action Plan.





# CHAPTER 8

## Safety Element









# SAFETY ELEMENT

## INTRODUCTION

General Plans in California must identify and address potential natural and human-caused hazards that could affect the City of San Mateo's residents, businesses, visitors, environment, and services. The framework established by the Safety Element anticipates these hazards and prepares the community to reduce exposure to these risks. San Mateo is at risk from a number of natural and human-caused hazards. Climate change is likely to make many of these hazards more damaging for people, buildings and structures, ecosystems, and other important community assets.

The Safety Element does not exist in a vacuum but is instead one of several plans that address public health, safety, and related topics, including the Local Hazard Mitigation Plan, the Emergency Operations Plan, the San Mateo – Santa Cruz Strategic Fire Plan, the Santa Cruz and San Mateo Community Wildfire Protection Plan, and the Climate Action Plan. The Safety Element must be consistent with these other plans to minimize conflicts between documents and ensure the City has a unified strategy to address safety and hazard issues.

The City of San Mateo is committed to the preservation of life, property, and the environment during emergencies. The City implements the most recent version of the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP), which assesses risks from natural and human-caused hazards, including risks to people and facilities, and identifies mitigation actions to reduce or eliminate hazard risks in the county. The MJHMP for the County of San Mateo planning area, which includes the City of San Mateo, was developed in accordance with the Disaster Mitigation Act of 2000 and followed the Federal Emergency Management Agency's (FEMA's) 2011 Local Hazard Mitigation Plan guidance. The MJHMP incorporates a process where hazards are identified and profiled, the people and facilities at risk are identified, and mitigation actions are developed to reduce or eliminate hazard risk. The implementation of these mitigation actions, which include both short-term and long-term strategies, involve planning, policy changes, programs, projects, and other activities. The MJHMP can be found on the City of San Mateo's website and at <https://www.smcgov.org/ceo/2021-multijurisdictional-lhmp>. The current MJHMP, certified by FEMA, is incorporated into this Safety Element by reference, as permitted by the California Government Code.

The focus of this element is on increasing resilience throughout the city and reducing the risk of hazards. This element is organized around five key topics that are important to the San Mateo community.

- Emergency Readiness and Emergency Operations
- Geologic and Seismic Hazards
- Sea Level Rise and Flood Hazards
- Wildfire Hazards
- Hazardous Materials



## RELEVANCE TO GENERAL PLAN THEMES



### Sustainability in this Element:

- Ensures the maintenance of City-owned trees that will provide relief from extreme heat, reduce energy use, and sequester greenhouse gas emissions.
- Encourages the use of natural systems to protect the community against sea level rise, which will provide shoreline habitat and capture greenhouse gas emissions.
- Ensures the cleanup of hazardous materials contaminated sites.



### Environmental Justice in this Element:

- Focuses emergency readiness activities in equity priority communities and most vulnerable areas of the city.
- Prioritizes locating critical facilities and resilient infrastructure outside of hazard-prone areas.
- Expands and increases resiliency of existing community facilities to better serve neighborhoods that are currently underserved.
- Provides emergency preparedness and public safety education for equity priority communities in formats and languages consistent with the demographics of the city.



### Community Engagement in this Element:

- Informs the community about safe and effective evacuation through notifications.
- Ensures inclusive outreach about potential hazards affecting neighborhoods, fire-safe education, and overall public safety.
- Supports Community Emergency Response Team (CERT) training in collaboration with San Mateo Consolidated Fire Department (SMC Fire).



## EMERGENCY READINESS AND EMERGENCY OPERATIONS

Emergency preparedness activities in the city are conducted through SMC Fire. The SMC Fire Chief coordinates with the City Manager to prepare for and respond to acute events like heat emergencies, wildfires, and flooding. This department, along with the City Manager, is responsible for the operation of the City's Emergency Operations Center, which coordinates the City's emergency planning, training, response, and recovery efforts for emergencies such as fires, floods, earthquakes, acts of terrorism, public safety power shutoff (PSPS) events, extreme weather events, and pandemics. SMC Fire also provides the public with access to a CERT training program to help residents be prepared for disasters.

San Mateo uses the San Mateo County Alert Notification System (SMC Alert) and, other notification systems, to reach the community and distribute emergency information and instructions before, during, and after a disaster. Notifications are provided through telephone calls, text messages, email notifications, and various social media platforms. Other emergency alert systems include the national Emergency Alert Systems (EAS), the California Governor's Office of Emergency Services (CalOES)-operated Emergency Digital Information System (EDIS). These systems are available in multiple languages.

The City participates in the California Master Mutual-Aid Agreement, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources are insufficient to cope with the needs of a given emergency. The State Office of Emergency Services Coastal Administrative Region (Mutual Aid Region II) serves the mutual-aid region that encompasses San Mateo County. Automatic-aid pacts with San Mateo County and surrounding cities provide additional emergency management and response services to the City of San Mateo during and after a disaster.

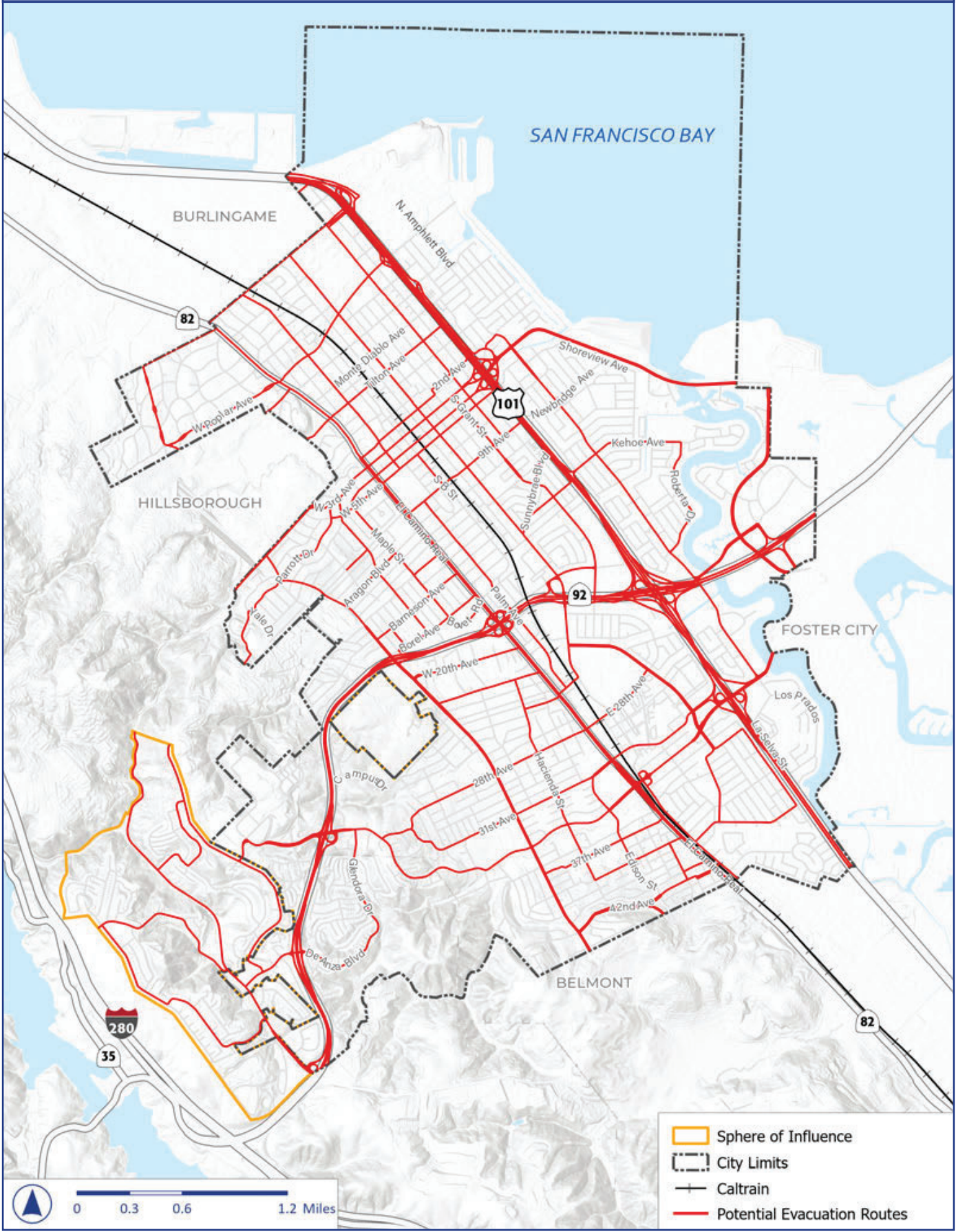
With advanced warning, evacuation can be effective in reducing injury and loss of life during a catastrophic event. The City of San Mateo uses a comprehensive evacuation support system implemented by San Mateo County. The system provides the community with critical evacuation updates, resources, and latest updates on active incidents. In the event of a wildfire or an emergency situation, the San Mateo Police Department and SMC Fire can issue evacuation warnings or evacuation orders for impacted areas.

Figure S-1 shows the evacuation routes throughout the city. All evacuation routes in San Mateo may be disrupted by a landslide, wildfire, or flooding event, which may block and damage the roadways or collapse bridges. In the event of widespread disruption to local evacuation routes, the remaining evacuation routes may become congested, slowing down evacuation of the community or specific neighborhoods.

An analysis of San Mateo's roadway network and parcels, as shown in Figure S-2, was conducted as part of Strive San Mateo General Plan 2040. It identifies several evacuation-constrained residential parcels, or parcels with less than two ingress/egress routes, spread throughout the city. The majority of these parcels are in the western hillsides and east of US Highway 101, at the edge of the City Limits. Many of the evacuation-constrained parcels in these areas could be subject to damage from wildfires, flooding, or sea level rise. All evacuation-constrained parcels are in at least one hazard-prone area. The lack of multiple emergency access points limits roadway access for these properties, creating difficulties if there is a need to evacuate.



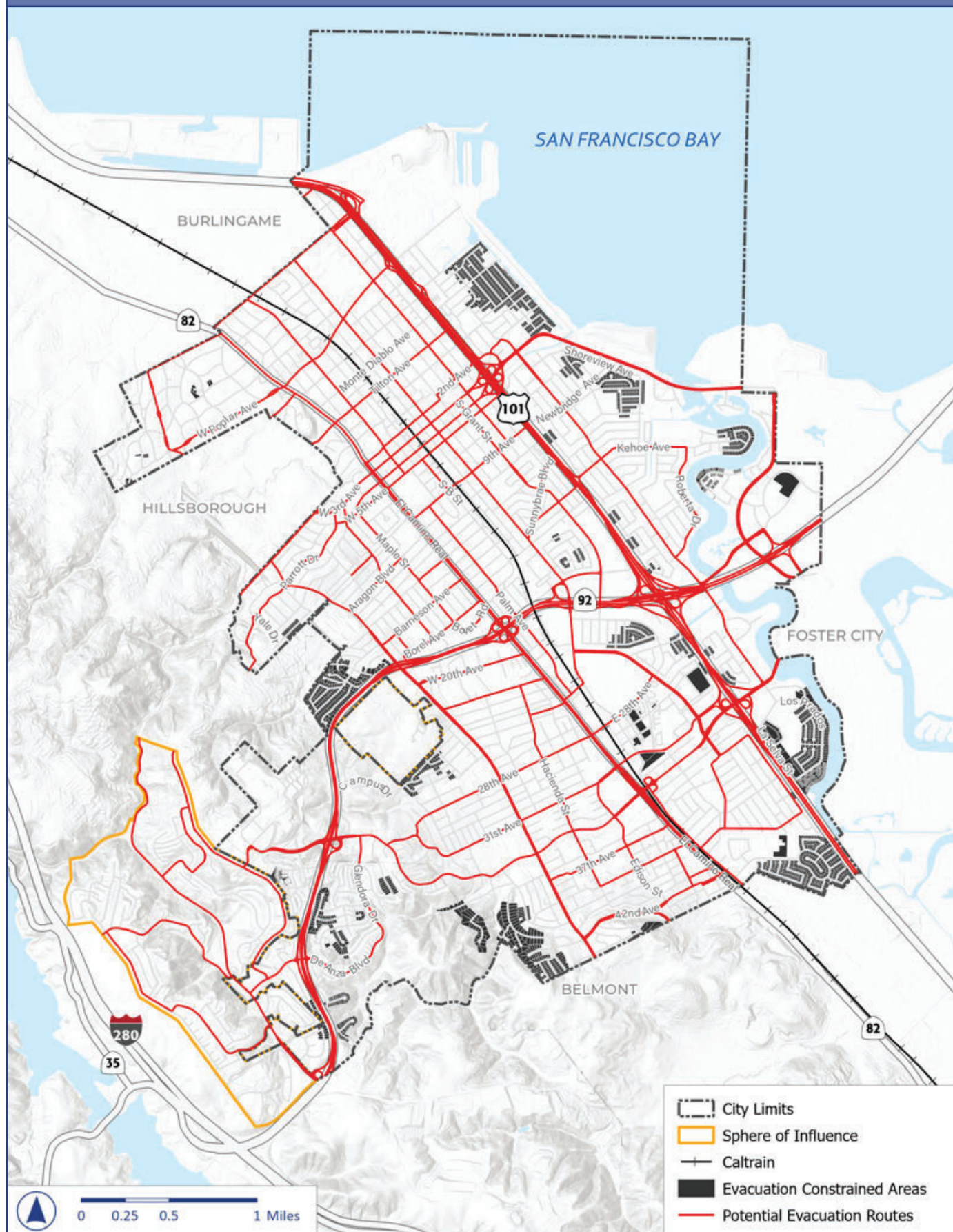
Figure S-1 Potential Evacuation Routes



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



Figure S-2 SB-99 Evacuation-Constrained Areas



Source: ESRI, 2022; PlaceWorks, 2023.



## GOALS, POLICIES, AND ACTIONS

**GOAL S-1** Minimize potential damage to life, environment, and property through timely, well-prepared, and well-coordinated emergency preparedness, response plans, and programs.

### POLICIES



- Policy S 1.1 Emergency Readiness.** Maintain the City's emergency readiness and response capabilities, especially regarding hazardous materials spills, natural gas pipeline ruptures, fire hazards, wildland fire risk, earthquakes, pandemics, and flooding. Focus primarily on areas identified by the City as underserved and most vulnerable to loss of life and property due to proximity to hazardous incidences, and work to ensure funding is available to these communities as a key component of emergency readiness.
- Policy S 1.2 Local Hazard Mitigation Plan.** Incorporate by reference the San Mateo County Multi-Jurisdictional Local Hazard Mitigation Plan, approved by the Federal Emergency Management Agency (FEMA) in 2021, along with any future updates or amendments, into this Safety Element in accordance with Government Code Section 65302.6.
- Policy S 1.3 Location of Critical Facilities.** Avoid locating critical facilities, such as hospitals, schools, fire, police, emergency service facilities, and other utility infrastructure, in areas subject to slope failure, wildland fire, flooding, sea level rise, and other hazards, to the extent feasible.
- Policy S 1.4 Multiple Egress Points.** Require new development to provide at least two points of emergency access (ingress and egress).
- Policy S 1.5 Emergency Planning Document Coordination.** Pursue integration of the City's existing safety and emergency management documents with one another, including this Safety Element, the Local Hazard Mitigation Plan, and other related documents.
- Policy S 1.6 Emergency Infrastructure and Equipment.** Maintain and fund the City's emergency operations center in a full functional state of readiness. Designate a back-up Emergency Operations Center with communications redundancies.
- Policy S 1.7 Defensible Design.** Require that new development support effective law enforcement and fire protection by promoting a safe and accessible public realm, including investing in social gathering spaces, enhancing lighting and safety in public spaces through community-led planning, and ensuring adequate property maintenance.
- Policy S 1.8 Response Times.** When reviewing and analyzing roadway improvements, consider how emergency response times can be maintained and improved without reducing roadway user safety.



**Policy S 1.9 Local Utility Cooperation.** Work with local utility operators to coordinate any disruption in services, such as a public safety power shutoff (PSPS) event or other disruption that may be necessary to reduce hazard risks in San Mateo and/or the surrounding area, and support publication of advanced notification and resources to residents in the city, particularly equity priority communities, to help them prepare.

**Policy S 1.10 Disaster Recovery.** Ensure that the City government continues to operate during and after hazard events and is able to provide resources and guidance to people and institutions in San Mateo for recovery and reconstruction following the end of the hazard event.



**Policy S 1.11 Evacuation Education.** Include information about safe and effective evacuation as part of natural disaster awareness, prevention, and community education and training efforts. Share information about how to prepare for evacuations, potential evacuation routes and shelter locations, how to receive notifications, and other relevant topics.



**Policy S 1.12 Inclusive Outreach.** Notify the community of potential hazards affecting their neighborhood. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

**Policy S 1.13 Emergency Training.** Conduct training for all City employees to ensure basic understanding of Disaster Service Worker responsibilities, the State Emergency Management System, National Incident Management System, and the Incident Command System.

**Policy S 1.14 Multijurisdictional Cooperation.** Continue the development of local preparedness plans and multijurisdictional cooperation and communication for emergency situations.

**Policy S 1.15 Emergency Preparedness.** Coordinate with San Mateo County, neighboring cities, and nongovernmental partners to effectively prepare for and respond to hazards and natural disasters.

**Policy S 1.16 Evacuation Planning.** Cooperate with neighboring jurisdictions and public protection agencies to delineate evacuation routes and locations, identifying their capacity, safety, and viability under different hazard scenarios, as well as emergency vehicle routes for disaster response, and where possible, alternate routes where congestion or road failure could occur. Update as new information and technologies become available.

## ACTIONS

**Action S 1.17 Evacuation Routes.** Maintain adequate evacuation routes as identified by arterial streets shown in the Circulation Element, Figure C-3. Evaluate each evacuation route's feasibility using a range of hazard criteria. Update this map on a regular basis to reflect changing conditions and State requirements for evacuation routes.

**Action S 1.18 Regular Updates.** Update the Safety Element with each Housing Element update, or every eight years, as necessary, to meet State and local requirements.

**Action S 1.19 Automatic and Mutual-Aid Agreements.** Participate in mutual-aid agreements with other local jurisdictions to provide coordinated regional responses, as necessary, to fire, flood, earthquake, critical incidents, and other hazard events in San Mateo and the surrounding

area. Work with local jurisdictions to share resources and develop regional plans to implement disaster mitigation and resilience strategies, such as government continuity, emergency operations centers, and communications redundancies.

**Action S 1.20 Community Centers and Recreation Spaces.** Create an inventory of existing community center facilities and recreation spaces and assess their readiness to serve as a community shelter during a disaster. Following the inventory, create a facilities improvement plan that addresses deficiencies found in each facility or recreation space to improve resilience and disaster preparedness in the city.



**Action S 1.21 Rebuilding Priorities.** Establish rebuilding priorities and procedures in the event of a major disaster to expedite reconstruction and enhance access to funding opportunities with special emphasis on equity priority communities that are more vulnerable to climate hazards.

**Action S 1.22 Resilient Power Systems.** Explore the feasibility of on-site power generation and storage at City facilities to reduce reliance on regional power infrastructure in case of a hazard-caused power outage.



**Action S 1.23 Public Safety Outreach.** Develop a public safety education program to increase public awareness of potential hazards, City's emergency readiness and response program, and evacuation routes. Target public education programs to segments of the community that are most vulnerable to hazards and safety risks.



**Action S 1.24 Community Training.** Collaborate with SMC Fire to provide emergency preparedness trainings to maintain and expand existing Community Emergency Response Teams (CERTs).

**Action S 1.25 Emergency Infrastructure and Equipment.** Establish systems to ensure that traffic lights at major intersections, communications and radio infrastructure, and other critical infrastructure continues to function in the event of a localized power outage. Repair any damaged sets of infrastructure or equipment as needed to continue City operations.

**Action S 1.26 Continuity of Operations.** Regularly review, update, and implement the San Mateo Continuity of Operations/Continuity of Government Plan.

**Action S 1.27 Response Time Study.** Conduct a Response Time Study to provide a data-driven understanding of how future roadway safety improvements could impact emergency response times and use this information to adjust proposed roadway improvements as needed.

**Action S 1.28 Future Emergency Needs.** Assess future emergency service needs during each update to the Safety Element.

**Action S 1.29 Emergency Notification System.** Develop an emergency notification system (e.g., SMC Alert and Nixle) for flood-prone neighborhoods and businesses before, during, and after a climate hazard event, to assist with evacuation and other support activities. This includes coordination with the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) on its early flood warning notification system.



## GEOLOGIC AND SEISMIC HAZARDS

San Mateo is in a region of high seismicity with numerous local faults. The California Geological Survey classifies faults as “active” when they have ruptured the ground surface within the last 10,000 years, while “potentially active” faults are those formed during approximately the last 2 to 3 million years. There are two major active faults that run within six miles of the city:

- San Andreas Fault
- San Gregorio Fault

Movement on any of these two faults or other fault lines in the region could cause earthquakes, fault rupture, and liquefaction. A number of earthquakes of magnitude 5.0 or more have occurred in and near San Mateo over the last 35 years. Earthquakes are caused by a sudden dislocation of the Earth’s crust or a fault rupture, which is when the Earth’s crust slides in opposite directions along the fault line. Figure S-3 shows where the most severe ground shaking would occur from an earthquake.

The Alquist-Priolo Earthquake Fault Zoning Act is a State law that limits development along active faults in areas known as Alquist-Priolo Fault Zones. The city may also be subject to tsunami hazards from earthquakes, which is discussed in more detail in the Flood Hazards section.

A secondary effect of seismic activity is liquefaction, which occurs when sandy or silty soil materials become saturated during ground shaking and liquefy. This can damage pipelines, cause roadways and airport runways to buckle, and damage or destroy building foundations. Figure S-4 shows the potential liquefaction areas in the city. Areas along the shoreline and east of US Highway 101 are most susceptible to liquefaction.

Other non-seismic geologic hazards are landslides and erosion, which can occur gradually, continuously, or suddenly, often with disastrous results. In San Mateo, landslides are often triggered by heavy rain, so the potential for landslides largely coincides with severe storms that saturate steep, loose soils. Earthquakes can also trigger landslides, and western areas of the city are highly susceptible to landslides, as shown in Figure S-4.



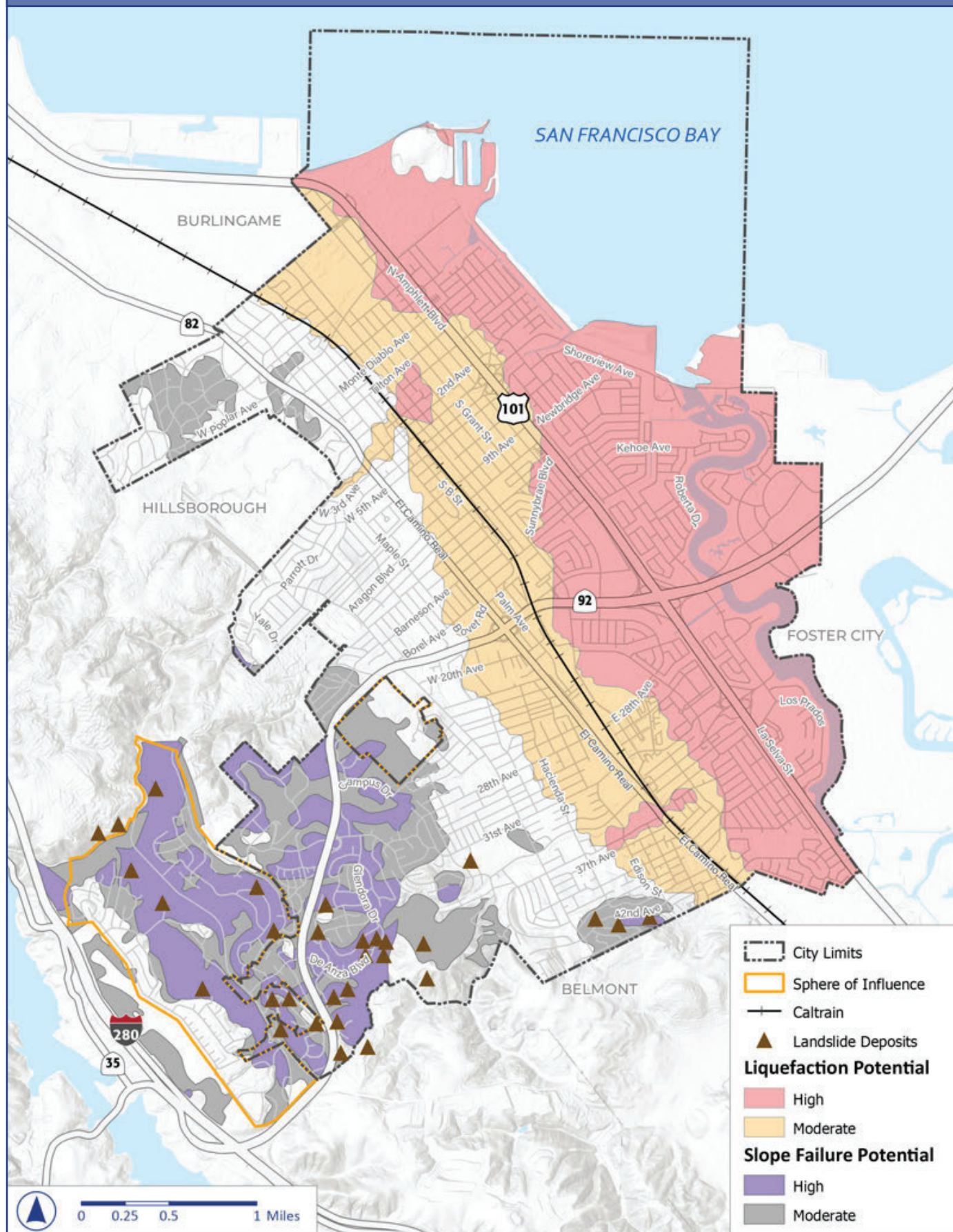
Figure S-3 Shaking Amplification During Earthquakes



Source: California Integrated Seismic Network (CISN), 2021; ESRI, 2022; PlaceWorks, 2023.



Figure S-4 Slope Stability and Liquefaction



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.

## GOALS, POLICIES, AND ACTIONS

**GOAL S-2** Take steps to protect the community from unreasonable risk to life and property caused by seismic and geologic hazards.

### POLICIES

- Policy S 2.1 Geologic Hazards.** Require site-specific geotechnical and engineering studies, subject to the review and approval of the delegated City Engineer and Building Official, for development proposed on sites identified in Figure S-4 as having moderate or high potential for ground failure. Permit development in areas of potential geologic hazards only where it can be demonstrated that the project will not be endangered by, nor contribute to, the hazardous condition on the site or on adjacent properties.
- Policy S 2.2 Landslides and Erosion Control.** Reduce landslides and erosion in existing and new development through continuing education of design professionals on mitigation strategies. Control measures shall retain natural topographic and physical features of the site, if feasible.
- Policy S 2.3 Vulnerable Buildings.** Encourage modifications to existing unreinforced masonry and soft story buildings, and similar unsafe building conditions to reduce the associated life safety hazards from ground shaking during earthquakes, as shown on Figure S-3. Require voluntary structural modifications to be designed in character with the existing architectural style.
- Policy S 2.4 Liquefaction.** Use the best-available liquefaction mapping data to avoid siting and locating new public facilities and infrastructure in areas susceptible to liquefaction, as shown in Figure S-4.

### ACTIONS

**Action S 2.5 Seismic Shaking Mapping.** Consult with a geology specialist to update the City's geologic hazard mapping, documenting the areas within the city with moderate or high potential for liquefaction or ground failure, as shown in Figure S-4.



**Action S 2.6 Incentives for Seismic Upgrades.** Develop and implement a program to provide financial incentives and education to building owners to support seismic upgrades.

**Action S 2.7 Seismic Stability.** Review the seismic stability of the City's assets and infrastructure, such as City Hall, recreational facilities, roadways, and bridges and identify improvements necessary to enhance each facility's ability to withstand geologic hazards, up to and including a full replacement of the facility.

**Action S 2.8 Unreinforced Masonry Buildings.** Establish and maintain an inventory of unreinforced masonry buildings in the city and work with the property owners to upgrade the buildings to meet minimum safety and building code requirements.



**Action S 2.9 Soft Story Buildings.** Establish and maintain an inventory of soft story multifamily residential buildings in the city. Educate residents about the vulnerability of soft story construction to severe damage and potential collapse during a significant seismic event, and work with property owners to substantially improve the seismic performance of these residential buildings to meet current structural building design standards.

## SEA LEVEL RISE AND FLOOD HAZARDS

Climate change is associated with an increase in the frequency and intensity of extreme weather events, such as heavy rainfall and storms, which can cause inland flooding if storm drainage infrastructure is overwhelmed. Climate change also contributes to sea level rise, which has the potential to strain bay shoreline infrastructure and compound the effects of inland flooding. The City of San Mateo will continue working with regional, State, and federal partners to proactively address the potential impacts of sea level rise and flooding. The City participates in data gathering and mapping, collaborates with OneShoreline, manages an assessment district in North Shoreview to fund flood protection improvements, and completes infrastructure projects to provide flood protection. The City is also engaged through the BayCAN collaborative, a Bay Area-wide collaborative network of local governments and organizations focused on responding effectively and equitably to the impacts of climate change. Additionally, the City will develop a Climate Change Adaptation Plan that will identify the extent of areas vulnerable to sea level rise and flooding in the city and set a comprehensive strategy to ensure people, buildings, and infrastructure are protected from sea level rise and flood hazards. More information about each hazard can be found in the subsections below.

### Flood Hazards

Flooding occurs when there is too much water in inland areas to be held in local water detention areas, be carried away by drains or creeks, or soak into the soil. When this happens, water can build up and wash into normally dry areas, causing significant harm to buildings, people, and habitats. Floods can be caused by heavy rainfall or long periods of moderate rainfall, or clogged drains during periods of little rainfall. In rare instances, a break in a dam, levee, water pipe, or water tank can also cause flooding.

FEMA maps areas at risk of inundation from a 100-year flood, which has a 1 percent chance of occurring in any year, and a 500-year flood, where the risk of flooding is 0.2 percent annually, as shown in Figure S-5. These areas are primarily located along creeks, including Laurel Creek and San Mateo Creek, and east of El Camino Real. Climate change may increase the frequency and severity of storms and expand the parts of the city that are considered prone to flooding.

Flooding can also be induced by dam failure, which is caused by structural failure or deficiency associated with intense rainfall, prolonged flooding, earthquakes, landslides, or equipment malfunction. There are two dams of significant concern to San Mateo, as shown in Figure S-6. Failure of Crystal Springs Dam and Laurel Creek Dam would inundate areas along San Mateo Creek and Laurel Creek, and the eastern sections of the city towards the San Francisco Bay. Although dam failures are very rare, they aren't unprecedented. Each dam is required to have a comprehensive emergency action plan approved by the California Department of Water Resources, Division of Safety of Dams.



Tsunamis, caused by offshore earthquakes, can severely damage property, result in loss of lives, disrupt emergency services, and obstruct roads through intense flooding. Figure S-7 illustrates the areas that may be subject to tsunami inundation in San Mateo, which include shoreline areas along the San Francisco Bay. As shown in Figure S-7, although much of the tsunami flooding would occur in the northeast portion of the city, the area of tsunami inundation along the southeast corner of the city originates from the Belmont Slough and would stop at the levee, where the Bay Trail is located and the lagoon starts. Earthquakes with magnitudes below 6.5 are very unlikely to trigger a tsunami. See also the Geologic and Seismic Hazards section of this element for more information on earthquake hazards.

As discussed in the Public Services and Facilities Element, San Mateo has levees that protect the city from flooding from creeks and the San Francisco Bay. Non-federal levees are along the shoreline of Seal Point Park, and over 1,300 feet of levees have been upgraded along the San Mateo and Burlingame border. The San Mateo County Flood and Sea Level Rise Resiliency District, or OneShoreline, was created in 2020 to facilitate multijurisdictional flood and sea level rise resiliency projects in San Mateo County. Earthquakes or overtopping due to major storms can cause levees to fail, flooding the shoreline areas of the city. Policies and actions aimed at maintaining adequate flood-control infrastructure are also covered in the Public Services and Facilities Element.



Figure S-5 Potential Flood Hazards

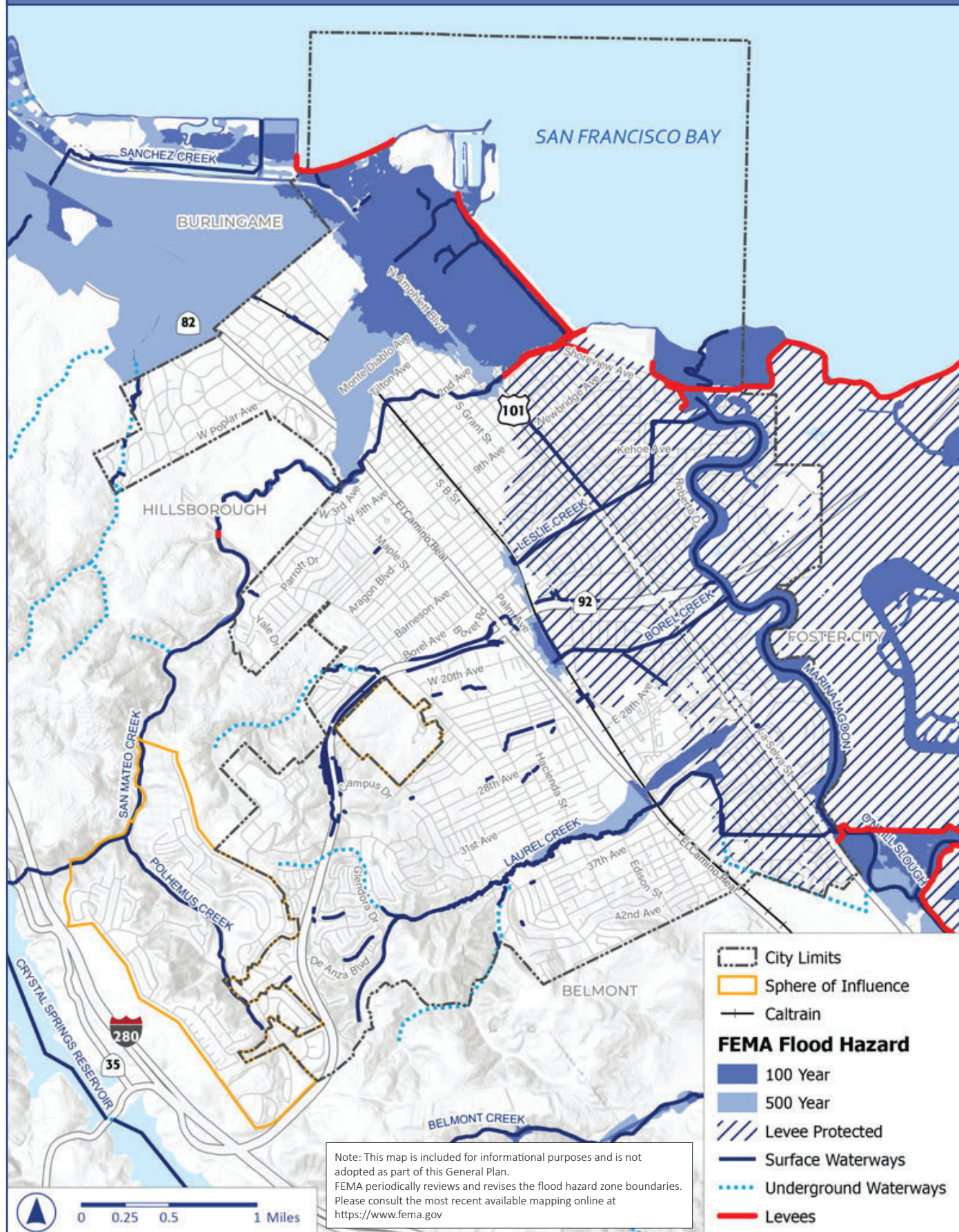
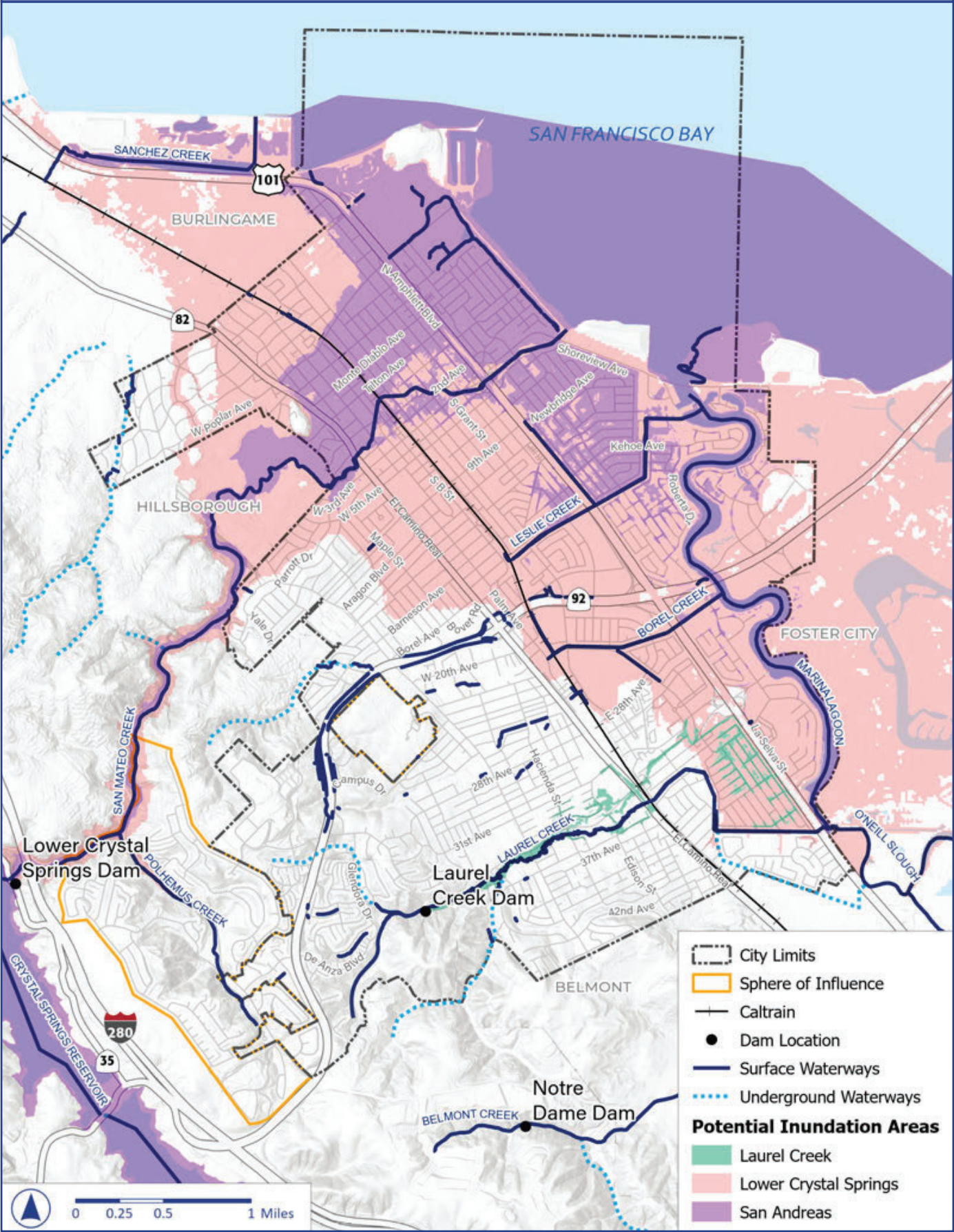




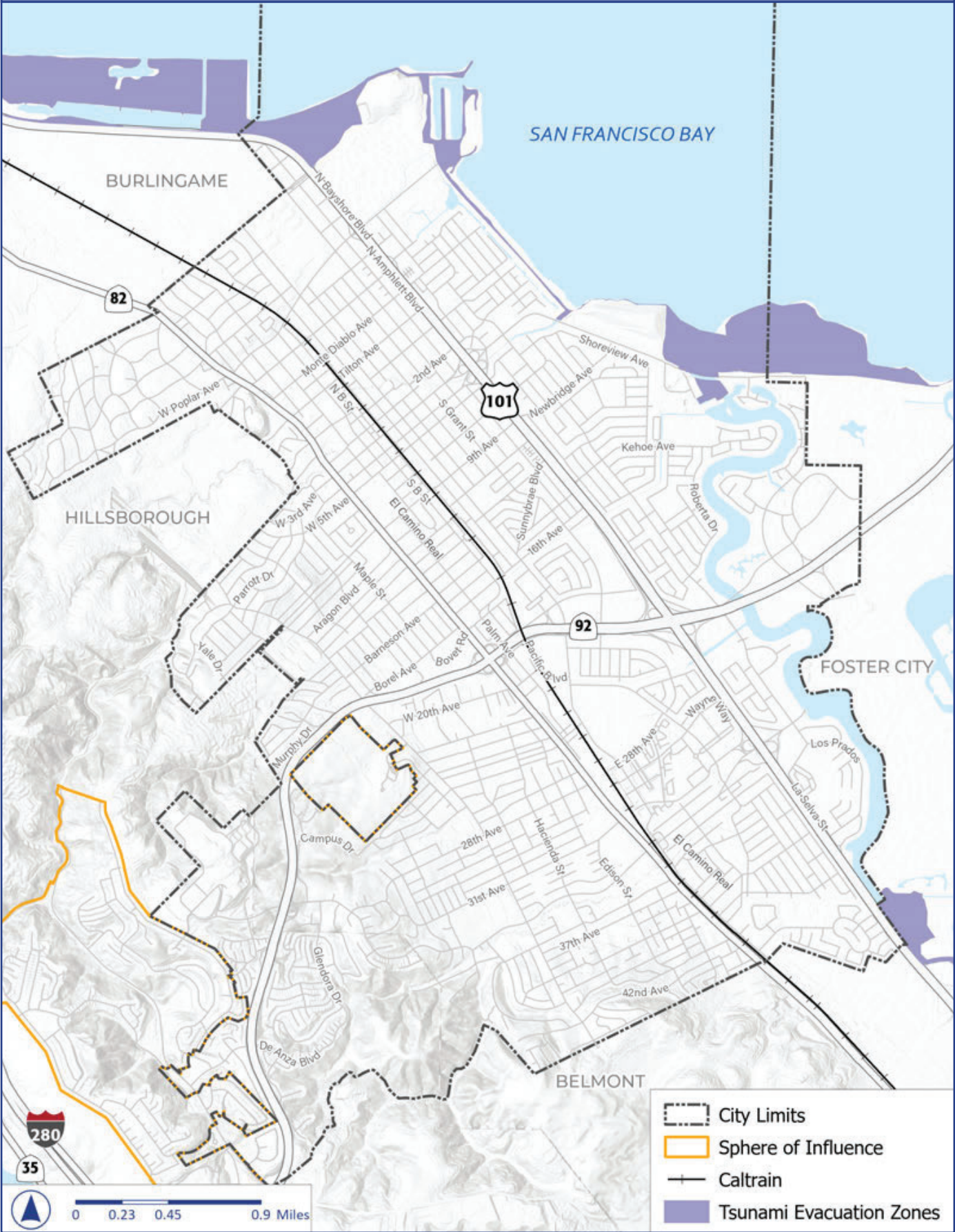
Figure S-6 Potential Flood Hazards – Dam and Levee Failure



Source: CalDWR, 2022; ESRI, 2022; PlaceWorks, 2023.



Figure S-7 Tsunami Hazard Zones



Source: CGS, 2022; ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.

## Sea Level Rise

As global temperatures increase, glaciers and other land ice near the north and south poles melt and sea levels rise. Higher temperatures also cause water to expand in oceans, further contributing to sea level rise. Rising seas increase the risk of flooding, storm surge inundation, erosion and shoreline retreat, and wetland loss. According to OneShoreline, San Mateo County as a whole is the most vulnerable county in California to sea level rise because of its extensive coastline and Bay shoreline and the number of people, value of properties, and critical assets in sea level rise-prone areas. Along the shoreline of the city, different scenarios project that sea levels will rise between 1.1 and 2.7 feet by 2050, with levels above 2 feet likely, and by 3.4 to 10.2 feet by 2100. However, it is possible that sea levels could rise faster than these projections. Figures S-8 and S-9 display the expected sea level rise in San Mateo in 2050 (2 feet) and 2100 (7 feet) based on the Ocean Protection Council's 2018 Updated California Sea Level Rise Guidance, featuring models from the Adapting to Rising Tides program of the San Francisco Bay Conservation and Development Commission (BCDC). These figures do not reflect the improvements currently underway for the Foster City levee system.

Rising sea levels can also cause the shoreline to flood more frequently and severely during storms or king tide events. King tides are abnormally high, predictable astronomical tides that occur about twice per year, with the highest tides occurring when the earth, moon, and sun are aligned. Because sea level rise will cause ocean levels to be higher during normal conditions, shoreline floods can reach further onto land. For example, a storm that has a one in five chance of occurring in a given year (known as a five-year storm) can create a temporary increase in sea levels of approximately two feet. The goals, policies, and actions in this section call for planning for a medium- to high-risk aversion scenario in 2100. This scenario uses a 1 in 200 chance for sea level rise projections, providing a precautionary projection that can be used for less adaptive (less able to make changes that reduce harm in response to hazards), more vulnerable developments or populations that will experience moderate to high consequences if actions are not taken to address sea level rise in these areas. Figure S-10 shows shoreline flooding on top of sea level rise in the event of a five-year storm for 2050.

Rising sea levels also threaten a significant portion of San Mateo's housing, commercial buildings, essential infrastructure, and economic drivers, as low-lying land near the shoreline could be subject to more frequent flooding. Affected essential infrastructure includes US Highway 101, State Route 92, and the Caltrain station and associated railroad infrastructure. Meanwhile, rising tides may increase groundwater levels, inundating contaminated soils. Given that some contaminated sites in San Mateo sit near the shoreline, rising groundwater may cause contaminated soils to leach into new, different areas.

Natural ecosystems in the bay will be disrupted by the higher tide levels and intrusion of saltwater into freshwater creek systems and the Marina Lagoon. Historically, marshlands along the shoreline have adapted to changes in sea level by building up sediment, increasing the height of the marsh to keep pace with the tide levels of the San Francisco Bay, and moving inland. However, eastern San Mateo is lined with a three-mile levee system that has very little marsh habitat, and any habitat migration is expected to be outpaced by sea level rise. Creative integration of nature-based solutions to combine natural buffers with San Mateo's extensive existing levee system to mitigate flooding risks could be an opportunity to re-establish ecological communities and enhance natural areas, such as the creeks throughout the city and the Marina Lagoon.



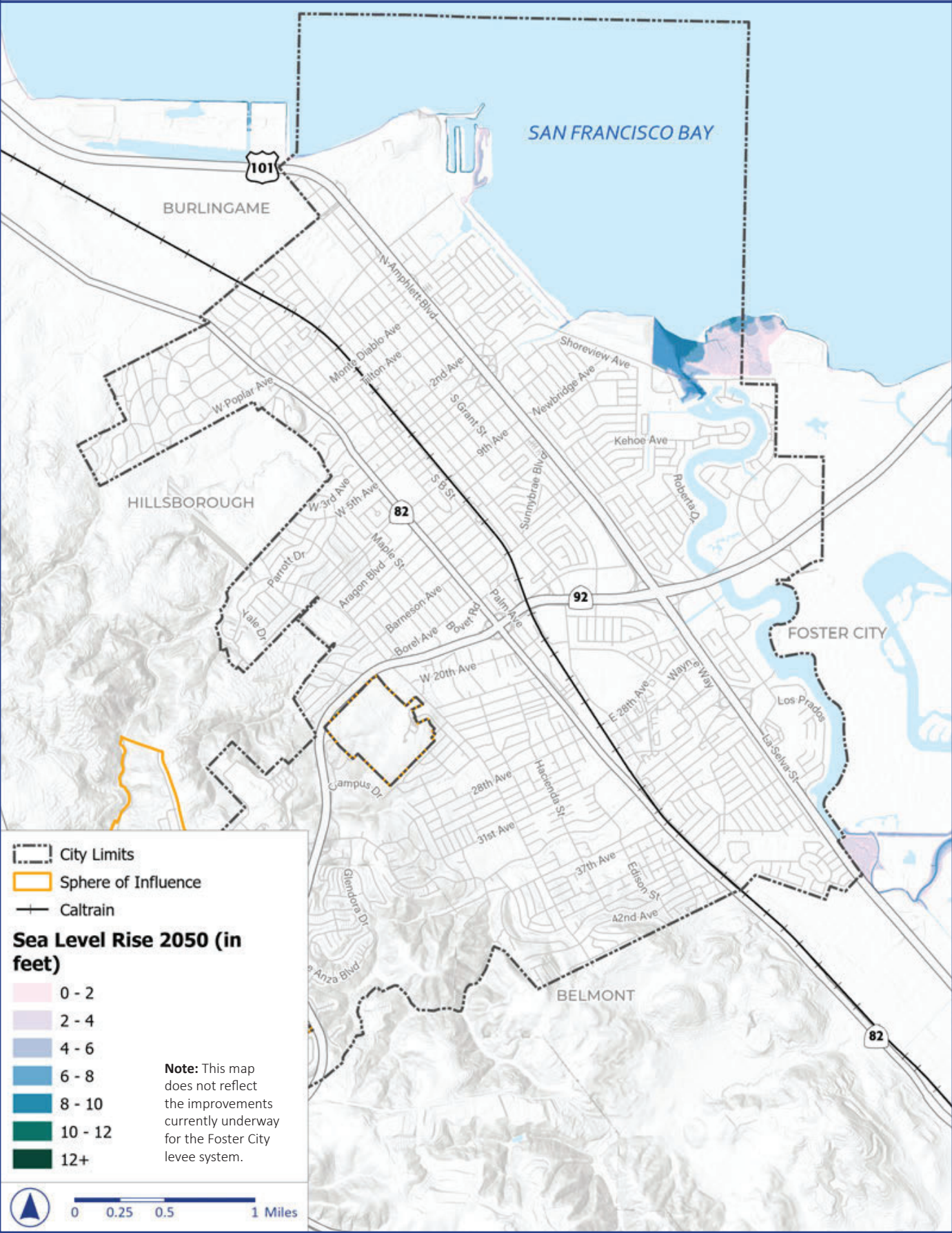


In 2023, the City completed improvements in the North Shoreview neighborhood, which is south of Coyote Point, roughly bound by San Mateo Creek to the south, U.S. Highway 101 to the west, the Poplar Creek Golf Course to the north, and San Francisco Bay to the east. Ground elevations in the neighborhood range from below sea level to about 10 feet above sea level, so the area is susceptible to flooding from San Francisco Bay and stormwater runoff that collects behind the levees protecting the neighborhood from bay water intrusion. Figure S-11 shows a map of the neighborhood and the various structures and facilities that provide protection against these flood risks. The City upgraded the Coyote Point and Poplar Avenue pump stations and made improvements to a section of the Bayfront Levee. With the added protection, approximately 1,600 properties in North Shoreview will be removed from the 100-year flood zone once approved by FEMA. The levee improvements will add 3.9 feet above the predicted base flood elevation to account for sea level rise.

Neighboring Foster City is also in the process of constructing improvements to their levee system, which interconnects with the City of San Mateo's system. Their improvements will provide protection from the 100-year flood and an additional 3 feet above the predicted base flood elevation to account for sea level rise.



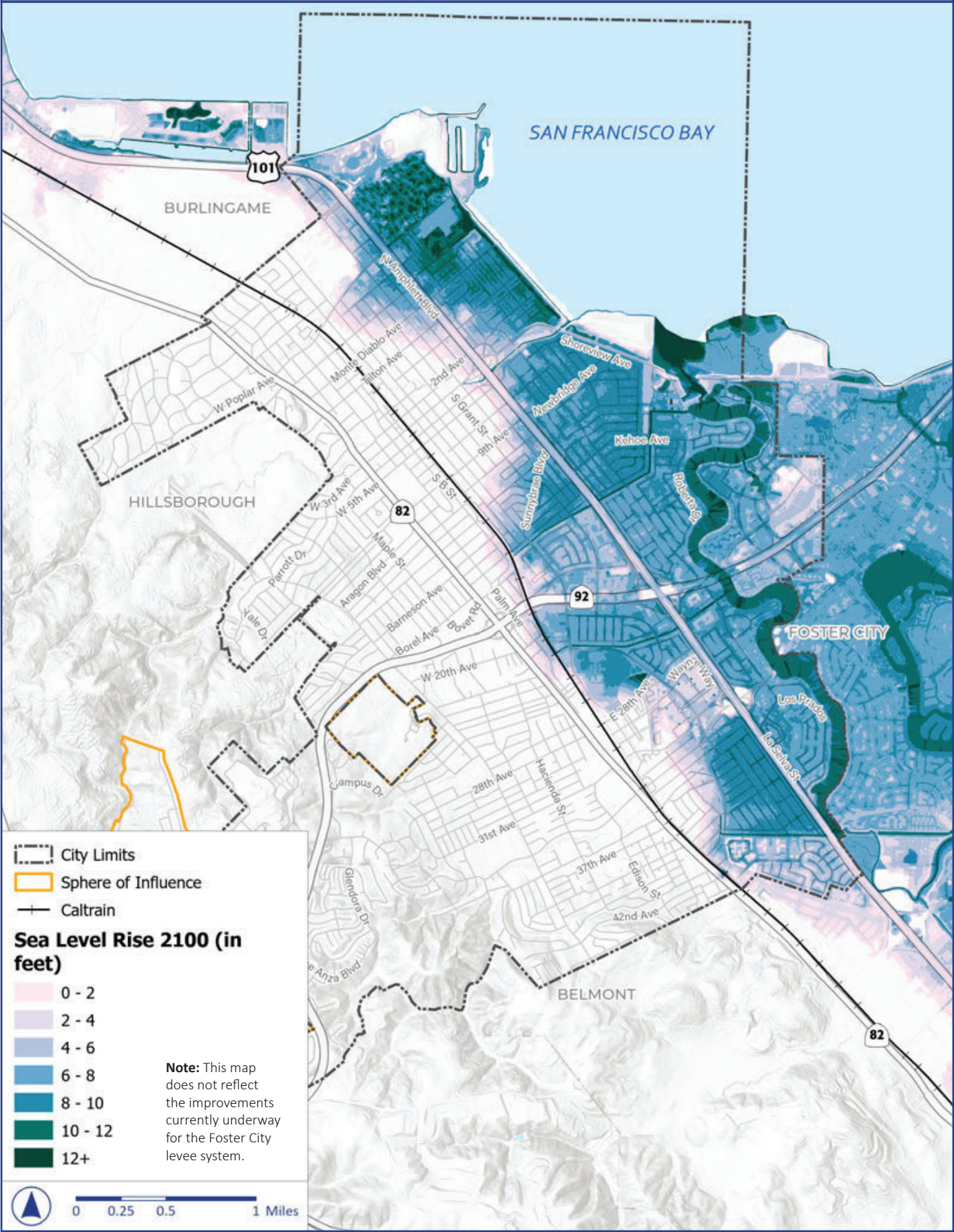
Figure S-8 2050 Sea Level Rise



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



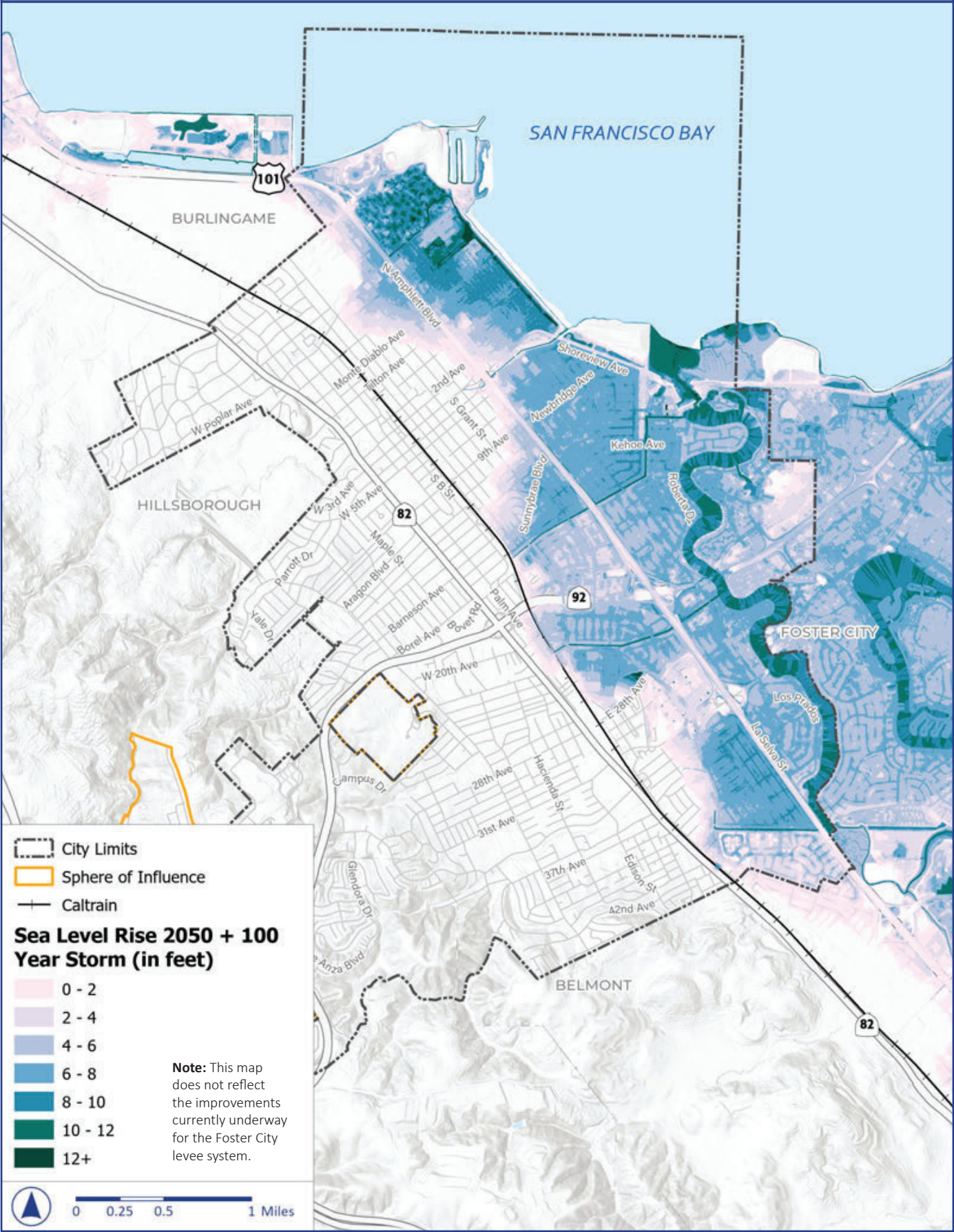
Figure S-9 2100 Sea Level Rise



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.



Figure S-10 2050 Sea Level Rise Plus 100-Year Storm



Source: ESRI, 2022; PlaceWorks, 2023.  
Note: This map is included for informational purposes and is not adopted as part of this General Plan.

Figure S-11 North Shoreview Flood Protection Improvements



Note: This map is included for informational purposes and is not adopted as part of this General Plan.



## GOALS, POLICIES, AND ACTIONS

**GOAL S-3** Protect the community from unreasonable risk to life and property caused by flood hazards and sea level rise.

### POLICIES

**Policy S 3.1 Development within Floodplains.** Protect new development and substantial retrofits within a floodplain by requiring the lowest finish floor elevation to be above the applicable floodwater elevation or by incorporating other flood-proofing measures consistent with Federal Emergency Management Agency (FEMA) regulations, OneShoreline guidance, the City's Floodplain Management Ordinance, and other City policy documents.

**Policy S 3.2 Sea Level Rise and Flood Planning.** Integrate sea level rise and flood planning into all relevant City processes, including General Plan amendments, Specific Plans, zoning ordinance updates, capital projects, and review and approval of new development and substantial retrofits.

**Policy S 3.3 Sea Level Rise, Flooding, and Groundwater Rise Protection.** Ensure that new development, substantial retrofits, critical facilities, City-owned buildings, and existing and future flood control infrastructure are planned and designed to accommodate climate change hazards, including increases in flooding, sea level rise, and rising groundwater, based on the best available science.



**Policy S 3.4 Natural Infrastructure.** Consider the use of nature-based solutions and natural infrastructure in sea level rise and flood adaptation strategies.

**Policy S 3.5 OneShoreline Coordination.** Coordinate with OneShoreline to develop and implement coordinated approaches to sea level rise and flood management with other San Mateo County jurisdictions.

**Policy S 3.6 Storm Drain and Flood Infrastructure.** Manage the City's storm drain infrastructure, levee system, and dams in accordance with state and federal regulations and to protect life and property.

### ACTIONS

**Action S 3.7 Climate Change Adaptation Plan.** Assess sea level rise and precipitation projections using the best-available climate change science, identify the extent of areas vulnerable to sea level rise and flooding in the city, consider OneShoreline recommendations for levels of protection, and develop a Climate Change Adaptation Plan that sets a comprehensive strategy and includes planning and design standards for climate risk protection. Use this plan to evaluate development applications to ensure projects are protected from sea level rise and flood hazards over the life of the project and to assess public infrastructure needs for adequate protection.

- Action S 3.8 Sea Level Rise and Flood Hazard Monitoring.** Review and use the best-available sea level rise science and projections and regularly identify natural resources, development, infrastructure, and communities that are vulnerable to sea level rise and flood hazard impacts, including impacts from rising groundwater. Use this information to continue to develop or adjust planning and adaptation strategies.
- Action S 3.9 Community Rating System.** Explore establishment of a City rating under FEMA’s Community Rating System, such as expanding and improving Geographic Information System (GIS) mapping capacity, developing a flood early warning system, and creating a Flood Emergency Action Plan.
- Action S 3.10 Early Flood Warning.** As feasible, provide early flood warning for flood-prone areas of the city through collaboration with regional partners such as OneShoreline’s stream monitoring station and notification system.
- Action S 3.11 Rising Groundwater Coordination.** Coordinate with OneShoreline, local jurisdictions, and regional and State agencies to study and enforce requirements related to rising groundwater levels caused by sea level rise.
-  **Action S 3.12 Natural Infrastructure.** Use or restore natural features and ecosystem processes where feasible and appropriate as a preferred approach to the placement of hard shoreline or creek protection when implementing sea level rise and flood adaptation strategies.
- Action S 3.13 Sea Level and/or Flood Overlay Zone.** Evaluate establishment of a sea level rise and/or flood overlay zone as a primary mechanism for establishing adaptation policies, rules, or construction codes within such zones, recognizing the particular land use and zoning characteristics of this area as a part of the Climate Adaptation Plan, and in collaboration with OneShoreline.
- Action S 3.14 Sea Level Rise Funding.** Study options for establishing dedicated funding to support efforts to address sea level rise, including considering support for OneShoreline.
- Action S 3.15 New Development.** Explore creation of a fee for new development to fund sea level rise and flood protection measures and adaptation strategies.
- Action S 3.16 Floodplain Ordinance Update.** Update the Floodplain Management Ordinance, including to align with FEMA and OneShoreline recommendations and to update construction cost value information.
- Action S 3.17 Flood Risk Mapping Data.** Regularly update mapping data pertaining to the 100-year and 500-year floodplains, dams, and levee failure as information becomes available.

## WILDFIRE HAZARDS

Wildfires are a regular feature of the landscape in much of California and can be sparked by lightning, malfunctioning equipment, vehicle crashes, or other causes. High winds, such as the Diablo Winds, can cause fires to spread rapidly and erratically, increasing the difficulty of containment and possibility of burning into developed areas. In addition to direct fire impacts on people and property, wildfires remove stabilizing vegetation from hillsides, increasing the likelihood of future landslides. When wildfires burn at very high temperatures, soils can become hydrophobic, preventing the ground from absorbing stormwater and causing flooding downslope. Residents can also be harmed by smoke from wildfires in the region or across northern California. Particulate matter from smoke can cause respiratory illnesses, especially for those who spend a lot of time outdoors during smoky conditions.

The California Department of Forestry and Fire Protection (CAL FIRE) designates lands into responsibility areas based on who is financially responsible for fire-protection services. Local Responsibility Areas (LRAs) include areas where City fire departments or local fire protection districts are charged with fire protection. State Responsibility Areas (SRAs) include unincorporated areas and State lands where the State has financial responsibility for wildfire protection. San Mateo is within an LRA, and the San Mateo Consolidated Fire Department provides fire prevention and protection services for the area. There are no locations in San Mateo that currently lack access to fire-protection services.

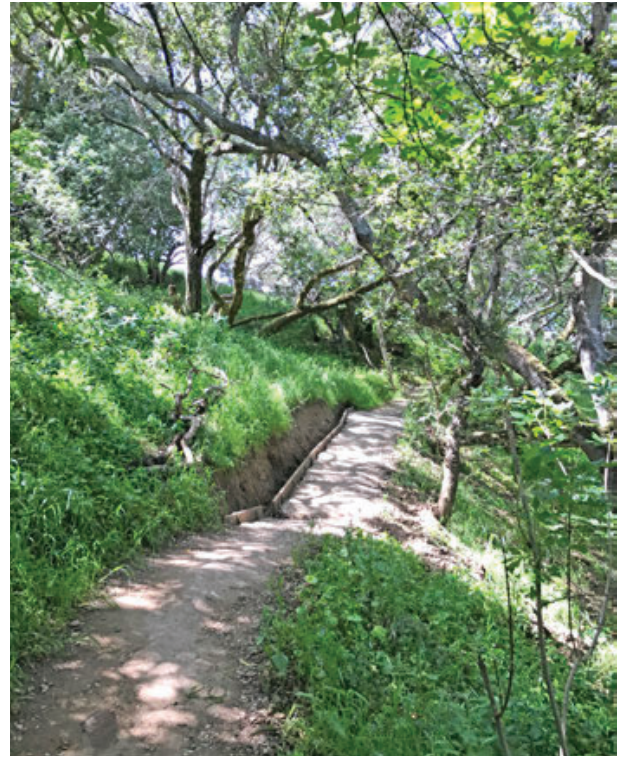
Within the responsibility areas, CAL FIRE designates (with City approval) lands as Moderate, High, or Very High Fire Hazard Severity Zones. As shown in Figure S-12 and the most current Fire Hazard Severity Zone maps on the CAL FIRE Fire and Resource Assessment Program website, Very High Fire Hazard Severity Zones are in western San Mateo between the City Limits and State Route 92, as well as near Yale Drive and St. Johns Cemetery. Current mapping does not yet designate Moderate or High Fire Hazard Severity Zones in the City Limits. Users should consult the most recent available mapping from CAL FIRE's Fire and Resource Assessment Program (FRAP).<sup>1</sup> Future updates to this Safety Element will include new fire mapping data as it becomes available.

Wildfires may start in wildland areas, natural areas in the unincorporated county, but they can easily spread to developed areas in the city between urban development and wildlands. This area is called the Wildland-Urban Interface (WUI), as shown in Figure S-13. The WUI is made up of two distinct zones. The interface zone contains dense housing or other structures next to vegetation but has little wildland vegetation that can burn in a wildfire. The wildland zones have higher concentrations of wildland vegetation with fewer structures and may have limited access and/or steeper terrain that makes controlling wildfires more difficult. As shown in Figure S-13, the wildland zones are in and near Laurelwood Park and in open space areas near the Peninsula Golf & Country Club. The interface zones border the park and open space areas and include residential neighborhoods, roadways, and other infrastructure throughout west and southwestern parts of San Mateo.

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<sup>1</sup> Available at <https://frap.fire.ca.gov>.



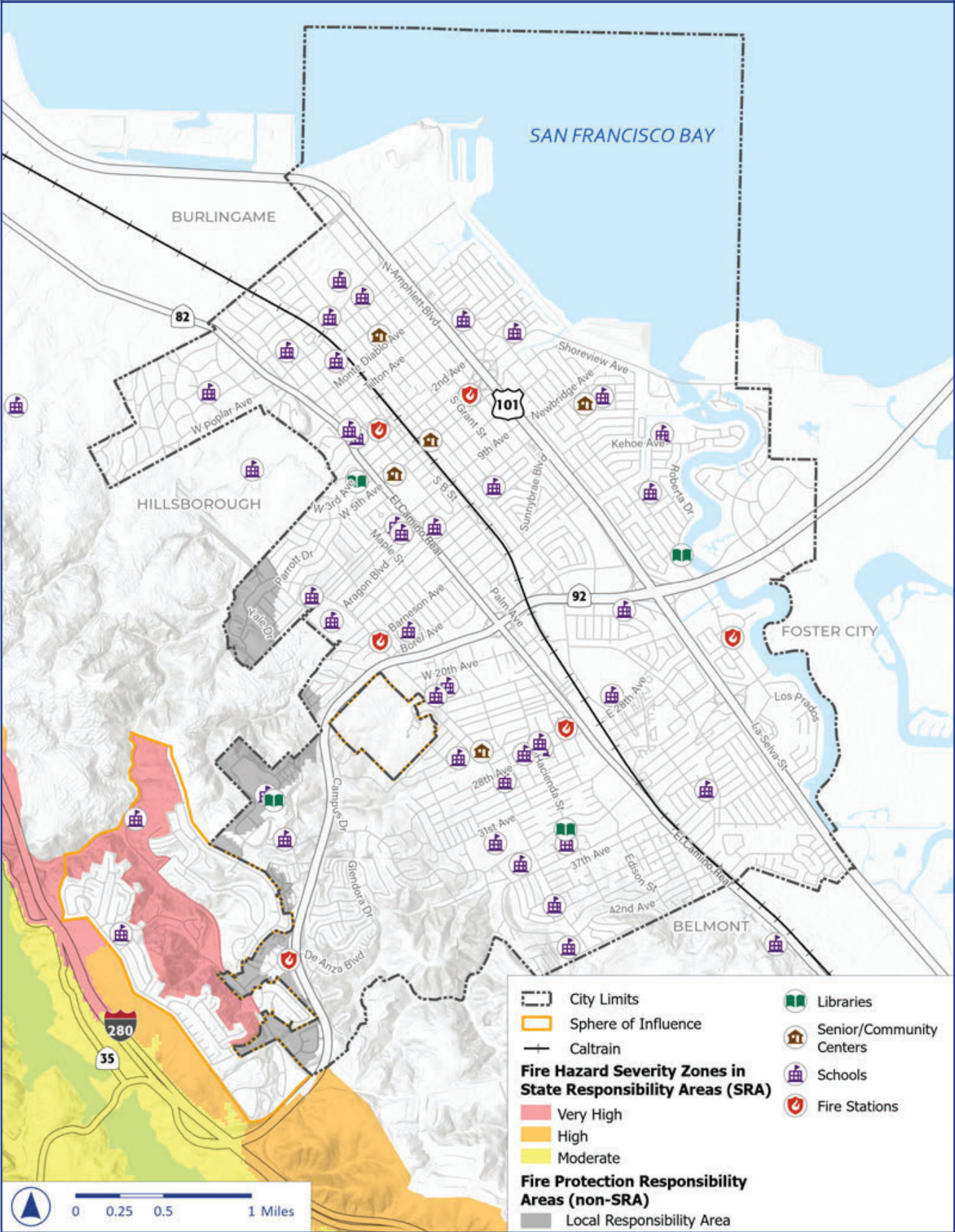


Within the Very High Fire Hazard Severity Zones and WUI zones, there are existing homes, businesses, and public land uses, as well as associated infrastructure like major roadways (e.g., State Route 92 and Interstate 280), electrical transmission infrastructure, water and wastewater distribution systems, and communication facilities. Much of this development occurred prior to wildfire hazard mapping; the policies and actions in this element limit future residential development in Very High Fire Hazard Severity Zones and aim to protect existing buildings and infrastructure. Meanwhile, State law requires that homeowners in the WUI zones create and maintain defensible space around homes and other structures, keep roofs clear of flammable material, and use spark arresters on chimneys. Figure S-14 shows the land use designations within Very High Fire Hazard Severity Zones for the Strive San Mateo General Plan 2040.

Although no fires have burned in close proximity to San Mateo since CAL FIRE has kept records (1878), several fires have burned in the unincorporated areas of San Mateo County. Recently, the 2020 CZU Lightning Complex Fire burned over 86,000 acres in southern San Mateo County. In 2022, a wildfire burned in the Emerald Hills area of Redwood City, to the south of San Mateo, which could have burned into the city under different conditions. Areas that have previously burned, regardless of their location within or outside of a Fire Hazard Severity Zone, are likely to burn again. Due to climate change, fire activity is projected to increase where development expands in the WUI zones and in areas of high winds.



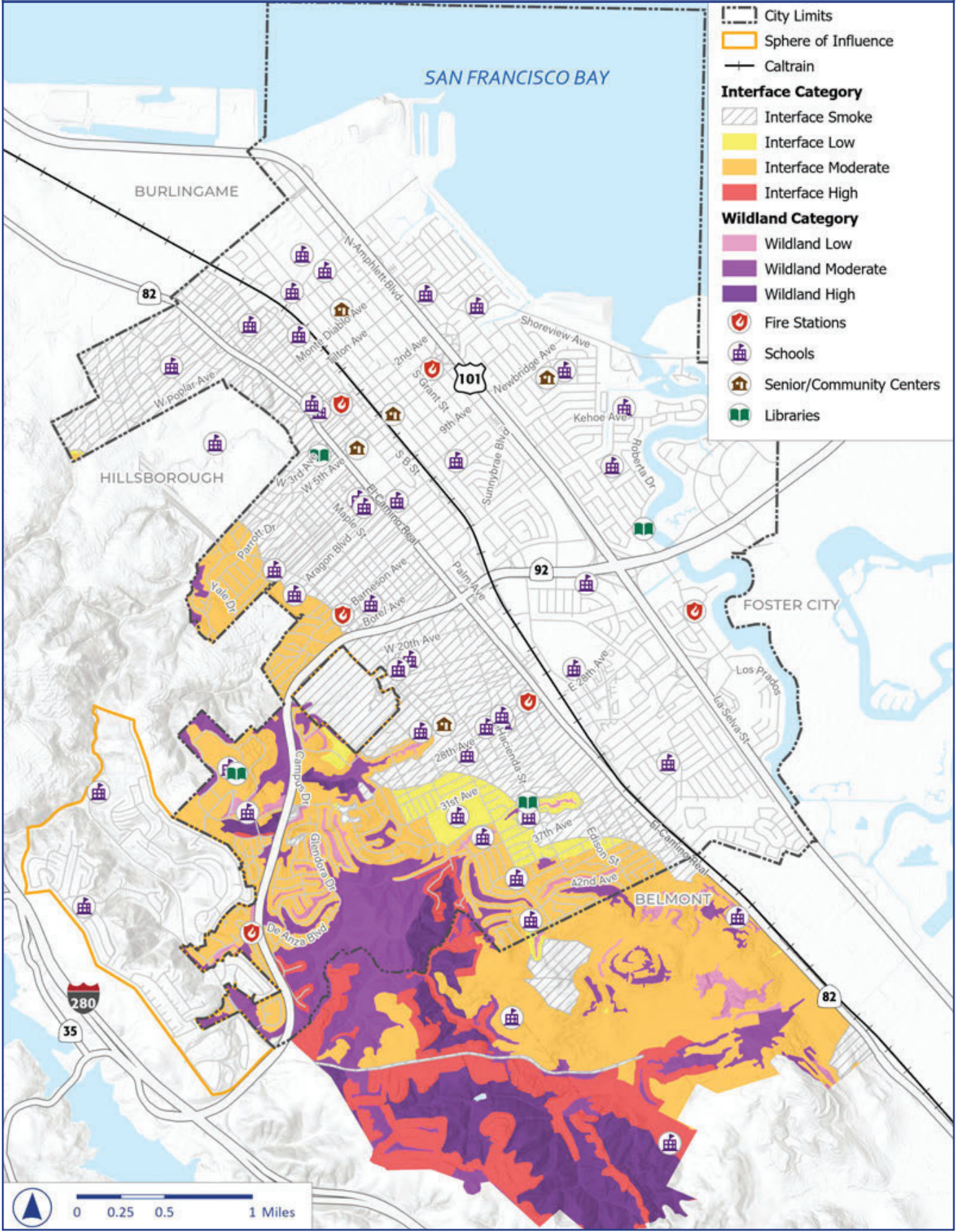
Figure S-12 Wildfire Hazard Zones



Source: CAL FIRE, 2022; ESRI, 2022; PlaceWorks, 2023.  
Note: This map is a draft and will be updated once CAL FIRE publishes the new Wild Hazard Zones.



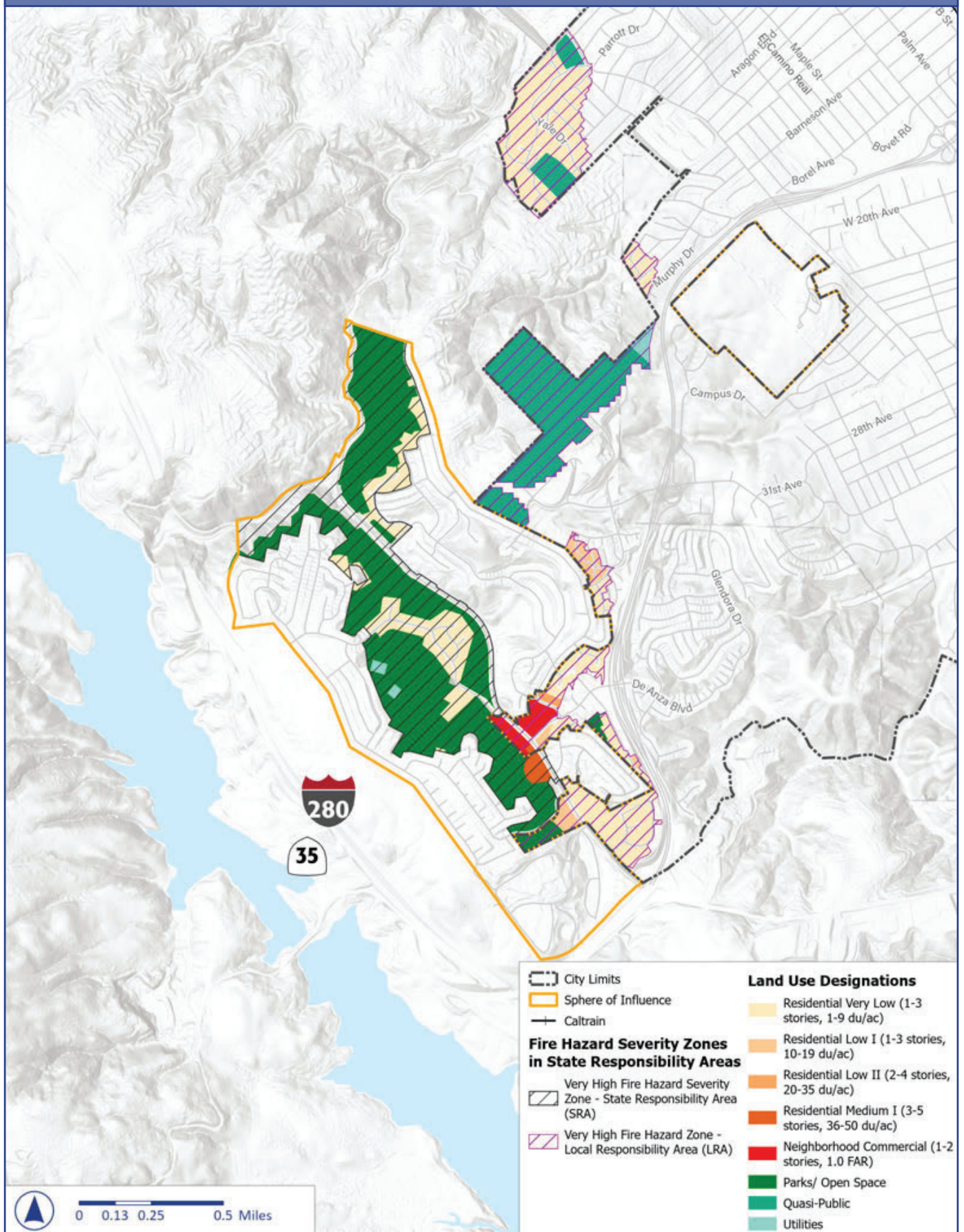
Figure S-13 Wildland-Urban Interface



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.



Figure S-14 Land Uses in Very High Fire Hazard Severity Zones



Source: City of San Mateo, 2022; ESRI, 2022; PlaceWorks, 2023.

Note: This map is a draft and will be updated once CAL FIRE publishes the new Wild Hazard Zones.

## GOALS, POLICIES, AND ACTIONS

### GOAL S-4 Maintain adequate fire and life safety protection from wildland fires.

#### POLICIES

- Policy S 4.1 Very High Fire Hazard Severity Zones.** Avoid new residential development in Very High Fire Hazard Severity Zones, as shown on Figure S-14, or the most current data available from CAL FIRE. Redevelopment or reconstruction of existing structures is allowed. Coordinate with San Mateo Consolidated Fire Department (SMC Fire) to ensure new construction of buildings or infrastructure within a Fire Hazard Severity Zone or Wildland-Urban Interface (WUI), as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, meet or exceed applicable State and local regulations and meet the Fire Safe Regulations for road ingress and egress, fire equipment access, and adequate water supply.
- Policy S 4.2 Reconstruction of Development.** Require reconstruction projects or significant retrofits in a Fire Hazard Severity Zone and the Wildland-Urban Interface, as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, to be consistent with the California Building Standards Code, California Fire Code, and Fire Safe Regulations.
- Policy S 4.3 Wildland Fire Protection.** Require all development in and adjacent to designated Fire Hazard Severity Zone and Wildland-Urban Interface to prepare a fire protection plan for review and approval by SMC Fire prior to issuance of building permits and to provide access and defensible space in accordance with California codes and local ordinances.
- Policy S 4.4 Hillside Vegetation Stability.** Stabilize, and as feasible re-vegetate, burned slopes following a wildfire event to reduce landslide and debris flow risk.
- Policy S 4.5 Fire Risk Mapping.** Coordinate with SMC Fire to consistently update any mapping data showing fire extent in San Mateo using CAL FIRE data and local wildland fire risk maps indicating the locations and extents of Fire Hazard Severity Zones, Local Responsibility Areas, and the Wildland-Urban Interface. Use this mapping data to inform decisions about existing risk and future land uses throughout the city and share these maps widely on the City's website, published handouts and flyers, and at in-person and virtual education events.
- Policy S 4.6 Firefighting Infrastructure.** Coordinate with SMC Fire to ensure adequate firefighting infrastructure, including road and building clearance for firefighting vehicles, residential and building signage, and clear and legible street signage throughout the community.
- Policy S 4.7 Peakload Water Supply.** Ensure that the California Water Service Company and the Estero Municipal Improvement District provide and maintain a water supply and distribution system that provides an adequate static pressure to deliver the minimum fire hydrant flow to all areas of the city, except where a lesser flow is acceptable, as determined by SMC Fire.

- Policy S 4.8 Facilities Planning.** Place all new public facilities or relocate existing public facilities outside of identified fire hazard risk areas as feasible. Appropriately retrofit public facilities to mitigate fire risk.
- Policy S 4.9 Land Use Management for Fire Risks.** Maintain all City-owned public lands and work with private landowners and FIRE SAFE San Mateo County to reduce fuel loads, establish appropriately placed fire breaks/defensible space, require long-term maintenance of fire hazard reduction projects, and educate all property owners in the city on proper landscape maintenance and firescaping standards to reduce the risk of fire hazards.
- Policy S 4.10 Wildland Fire Vulnerability.** Consider all improvements at Sugarloaf Mountain and Laurelwood Park in the context of the area's high fire risk and include wildfire mitigation components in projects when feasible.
- Policy S 4.11 Fire-Safe Roads.** Coordinate with SMC Fire to evaluate new development or significant retrofits that have access on roadways that do not meet fire-safe road and vegetation standards within the Wildfire-Urban Interface and/or Very High Fire Hazard Severity Zone and ensure that road standards and vegetation management occurs and is maintained.
- Policy S 4.12 Secondary Access.** Explore secondary means of ingress and egress in areas with evacuation constraints, as shown in Figure S-2, Evacuation-Constrained Areas, for existing subdivisions or developments of 30 units or more within a Very High Fire Hazard Severity Zone.
- Policy S 4.13 Emergency Access.** Require that roads, driveways, and other clearances around structures are located and designed to ensure emergency access.
- Policy S 4.14 Emergency Services.** Work with SMC Fire to provide fire prevention, protection, and emergency preparedness services that adequately protect residents, employees, visitors, and structures from fire and fire-related emergencies.

## ACTIONS



- Action S 4.15 Tree Maintenance.** Collaborate with SMC Fire to maintain City-owned trees in a manner that does not contribute to fire danger, in accordance with current best management practices (BMPs).



- Action S 4.16 Fire-Safe Education.** Work with SMC Fire and seek funding to develop a fire-safe education program that provides information and awareness to community members about defensive space, fire-resistant landscaping and construction, evacuation preparation, and other wildfire education topics.

- Action S 4.17 Fire Hazard History.** Include a historical record of any significant fire events that have occurred in San Mateo or the surrounding area in all updates to the City's Safety Element.

- Action S 4.18 Vegetation Management on City-Owned Land.** Coordinate with SMC Fire to continue conducting and providing long-term maintenance of vegetation management projects in City-owned parks and open spaces to prevent wildfire ignition and spread.



**Action S 4.19 Reevaluation of Development Standards.** Reevaluate development standards for wildfire risk areas following major wildfire events and apply updated standards as needed to maintain high levels of wildfire protection.

**Action S 4.20 Vegetation Management.** Coordinate with the SMC Fire and the FIRE SAFE San Mateo County to obtain funding for and conduct vegetation and fuel modification or management.

## HAZARDOUS MATERIALS

Much of the economic success of the Bay Area is based on research and manufacturing, the byproducts of which include substances that may be harmful to people and the surrounding environment. Hazardous waste ranges from familiar substances, such as waste oil and cleaning solvents, to highly toxic industrial compounds, and include toxic metals, gases, flammable and explosive liquids and solids, corrosive materials, radioactive materials, and infectious biological waste. They can be released through human error, malfunctioning or broken equipment, or as an indirect consequence of other emergencies (e.g., if an earthquake damages a hazardous material storage tank). Hazardous materials can also be released accidentally during transportation, as a consequence of vehicle accidents.

Most of the waste generators in San Mateo are small-quantity generators – small businesses and households that generate less than 12 tons per year. Numerous industrial and commercial operations, both past and present, have manufactured, handled, stored, and disposed of hazardous materials. Hazardous material sites include manufacturing operations, facilities with leaking underground storage tanks (LUSTs), and generators of hazardous waste. In the twenty-first century, life science buildings are replacing industrial businesses as users of hazardous materials and producers of hazardous waste.

The San Mateo County Hazardous Waste Management Plan, implemented by San Mateo County Environmental Health Services, the designated Certified Unified Program Agency for the county, has designated 15 areas in San Mateo that are zoned for either commercial or industrial uses as suitable for waste treatment, recycling, storage, and transfer facilities. The sites designated for these facilities are in manufacturing districts adjacent to the Union Pacific rail corridor. Sites designated for storage and transfer facilities are in service commercial and transit-oriented development zoning districts adjacent to the rail corridor, west of US Highway 101 on Amphlett Boulevard, and in Coyote Point Park.

Hazardous materials are primarily transported within San Mateo via trucks carrying a variety of materials, including gasoline, other petroleum products, and other chemicals known to cause fire and life safety problems. There is a significant potential for accidental release of wastes in transit due to the presence of US Highway 101 running through the eastern portion of the city. The transport of hazardous materials is regulated by the California Department of Transportation and California Highway Patrol on State and Interstate highways in California. Local agencies have the authority to restrict the use of local roads for waste transport, as well as the time of transit, if not unduly restrictive to commerce.

Generally, selection of transportation routes should minimize the time and distance that hazardous waste is in transit, avoid residential neighborhoods and sensitive receptors, avoid periods and areas of traffic congestion, minimize use of local roads, and provide for adequate emergency response services.



## GOALS, POLICIES, AND ACTIONS

**GOAL S-5** Protect the community's health, safety, and welfare relating to the use, storage, transport, and disposal of hazardous materials.

### POLICIES

- Policy S 5.1 County Cooperation.** Cooperate with the County of San Mateo and San Mateo Consolidated Fire Department in the regulation and transportation of hazardous materials in San Mateo. Share hazardous materials management enforcement with San Mateo County and San Mateo Consolidated Fire Department.
- Policy S 5.2 County Hazardous Waste Management Plan.** Adopt the San Mateo County Hazardous Waste Management Plan by reference into the Safety Element. Make amendments, as necessary, to suit local needs and issues.
- Policy S 5.3 Transportation Routes.** Restrict the transportation of hazardous materials and waste to designated truck routes and limit such transportation to non-commute hours.
- Policy S 5.4 Hazardous Waste Management Facilities Location.** Regulate the location and operation of new hazardous waste management facilities.
- Policy S 5.5 Design of Hazardous Waste Management Facilities.** Require the following features and mitigation measures in the design of proposed hazardous waste management facilities, including life sciences buildings, to minimize potential health, safety, and aesthetic impacts on surrounding properties and occupants:
- For sites in areas subject to flooding or inundation as shown on Figures S-5 and S-6, require facilities to have a surface elevation at least 1.5 feet above the maximum flood water level for areas containing hazardous substances or to be flood-proofed in some other manner suitable to the City.
  - Require facilities to provide for full on-site containment of maximum permitted quantities of hazardous substances, including protection of storm drain or sanitary sewer inlets from accidental entry of hazardous materials.
  - Require facilities to provide separate storage and/or treatment of potentially reactive substances, including separate spill containment vessels. Require that storage of hazardous gases provides adequate filtration and neutralization devices to prohibit accidental release of toxic substances.
  - Require that all storage and treatment occur within an enclosed structure.
  - Require new facilities be sited as far away as possible within the project site from sensitive communities, such as homes, schools, playgrounds, sports fields, childcare centers, senior centers, and long-term healthcare facilities.

**Policy S 5.6 Risk Assessment.** Require applications for hazardous waste management facilities to prepare a risk assessment to determine site suitability. Establish risk criteria such as distance from public facilities, residential, or immobile population and recreation areas; impacts from natural hazards (seismic, geologic, flood, and fire hazards); impacts on wetlands, endangered species, air quality, and emergency response capabilities; and proximity to major transport routes.



**Policy S 5.7 Contaminated Sites.** Require the cleanup of contaminated sites, including those indicated on the Hazardous Waste and Substances Sites List (Cortese List) published by the Department of Toxic Substances Control and/or other agencies, such as the San Mateo County Health Department and the Regional Water Quality Control Board, in conjunction with substantial site development or redevelopment, where feasible.

**Policy S 5.8 Cost Recovery.** Require San Mateo County businesses that generate hazardous waste or applicants for hazardous waste management facilities to pay necessary costs for implementation of Hazardous Waste Management Plans and for application costs, and to pay for costs associated with emergency response services in the event of a hazardous material release, to the extent permitted by law.

## ACTION

**Action S 5.9 Shared Data.** Regularly coordinate with San Mateo County to collect data on businesses that store hazardous substances to share with local emergency service providers, including the Police Department and San Mateo Consolidated Fire Department, as well as the Public Works Department for the wastewater source-control program.

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# CHAPTER 9

## Noise Element







# NOISE ELEMENT

## INTRODUCTION

This Noise Element provides the policy framework for controlling, managing, and mitigating excessive noise in the city. These policies will protect land uses that are sensitive to noise, such as residences, schools, and libraries, while minimizing noise from the sources that create them.

### RELEVANCE TO GENERAL PLAN THEMES



#### Sustainability in this Element:

- Reducing noise levels reduces stress for humans and animals, improving the health and well-being of our community and habitats.



#### Environmental Justice in this Element:

- Minimizing and mitigating noise impacts will help alleviate the harmful effects of noise pollution in neighborhoods close to freeways, the rail corridor, and other high-volume roadways, which already experience disproportionate impacts from multiple pollution sources.



#### Community Engagement in this Element:

- Informs the San Mateo community about upcoming land use projects that would contribute to or be affected by a noisy environment.
- Leverages creative outreach strategies to engage with all San Mateo residents, particularly those that live in equity priority communities, about development projects and new activities that could generate noise or mitigate existing noise nuisances.





## NOISE IN SAN MATEO

Sounds can bring joy to the listener, but they can also be a nuisance. Loud sounds can become unwanted noise that could be harmful to our physical, mental, and emotional health. Stress and lost sleep from noise pollution contributes to cardiovascular and metabolic diseases. While noise pollution has the potential to affect all San Mateo residents, existing noise levels are highest in neighborhoods closest to freeways and the rail corridor, compounding the negative health effects of air pollution and other pollution sources in those communities.

San Mateo's vibrant urban environment generates noise on a daily basis. Vehicles create a rhythmic hum that is oftentimes punctuated by honks and other noises as they travel along the city's streets and thoroughfares. Trains traveling on the Caltrain/Southern Pacific rail corridor sound their horns to warn pedestrians, motorists, and others about their impending arrival. This safety measure also creates noise pollution for those that live or work near the rail corridor. Commercial activities and open spaces, such as restaurants, storefronts, and parks help to create a lively atmosphere for social interactions and economic activities. However, they also have the potential to generate noise nuisances, especially for entertainment uses that occur after normal business hours. Other noise sources in the community come from construction activities, aircraft flyovers, landscaping equipment, and fixed mechanical equipment, such as air conditioning units.

## MEASURING ENVIRONMENTAL NOISE

Environmental noise level or intensity is measured in decibels (dB), which range from 0 dB, the threshold at which people can detect sound, to 140 dB, the threshold where it becomes painful to hear. For every increase of 10 dB, the perceived loudness of noise is doubled. For example, a motorcycle accelerating (90 dB) seems twice as loud as a power lawn mower (80 dB).

This Noise Element uses a unit of measurement called the "A-weighted" decibel scale, which is sometimes expressed as dBA. Humans do not hear all frequencies equally. As a result, this measurement takes into consideration that human hearing decreases at extremely low and high frequencies. State law requires general plans to use the Community Noise Equivalent Level (CNEL) or the Day/Night Average Sound Level ( $L_{dn}$ ) to describe the community noise environment and its effects on the population. The City of San Mateo uses the Day/Night Average Sound Level ( $L_{dn}$ ), which represents a 24-hour average sound level, with an additional 10 dB added for nighttime noise between the hours of 10:00 p.m. and 7:00 a.m., as shown in the land use compatibility standards for noise in Table N-1.

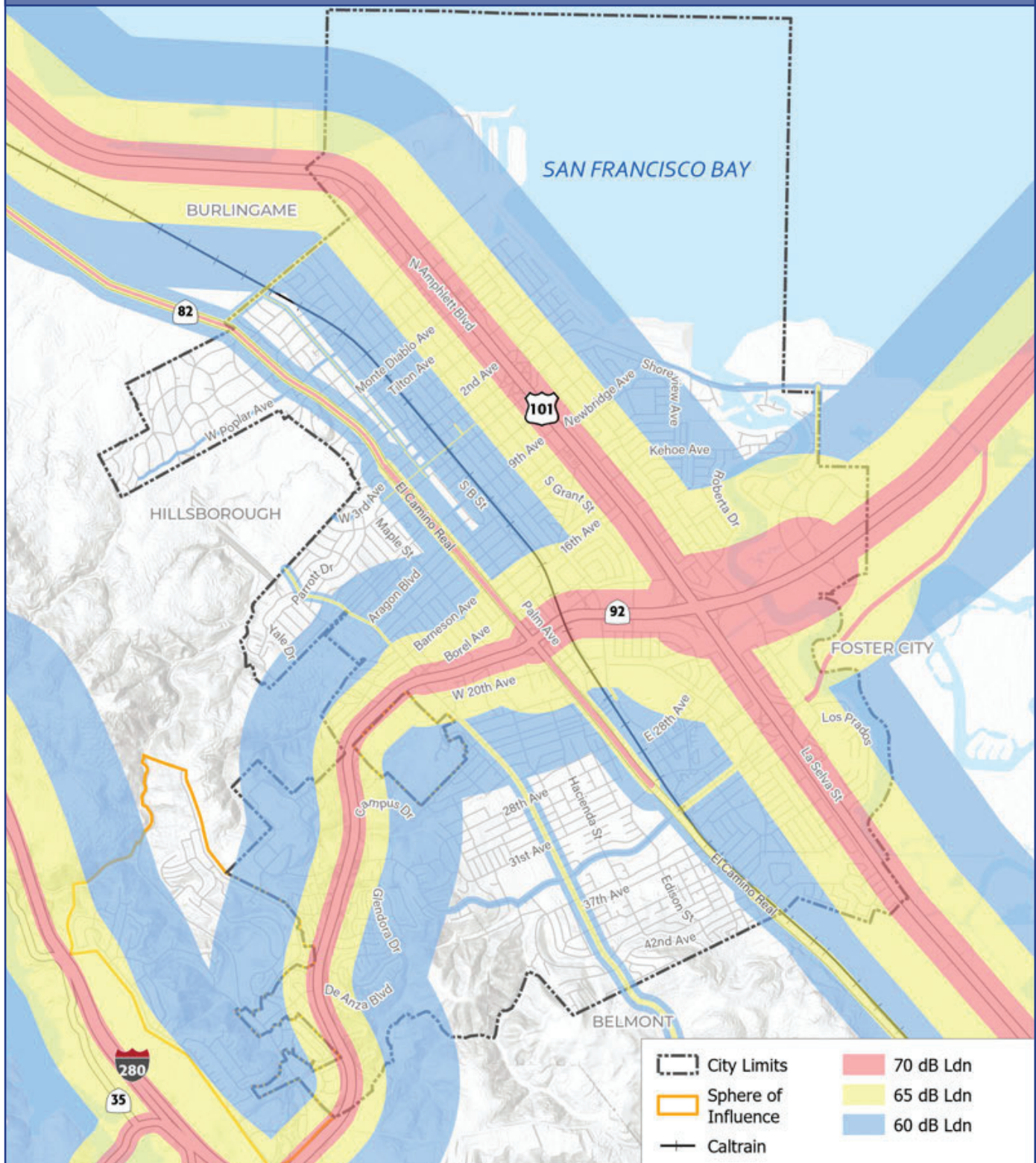
Table N-1 is used to determine whether the existing exterior noise levels that would surround a proposed new use are acceptable or unacceptable and to identify where a proposed project may need to incorporate noise mitigation features. Roadway noise is the primary contributor to the average exterior noise levels in San Mateo. Existing and projected average exterior noise levels in San Mateo are shown in Figures N-1, N-2, and N-3.

Table N-1 Land Use Compatibility Guidelines

Land Use Category of Proposed New Use		Day-Night Average Exterior Noise Level, $L_{dn}$ (dBA)				
		0 - 59	60 - 65	66 - 70	71 - 80	over 81
Noise-Sensitive Land Uses	Residential (all densities) *					
	Multifamily Common Open Space for Residents					
	Hotels, Motels, and Other Lodging					
	Schools, Libraries, Hospitals, Churches, Long-Term Care Facilities					
	Parks, Playgrounds, Privately Owned Publicly Accessible Open Space					
Office and Commercial						
Research and Development, Industrial						
	<b>Normally Acceptable.</b> Specified land use is satisfactory based on the assumption that any buildings involved are of normal, conventional construction, without any special noise mitigation requirements.					
	<b>Conditionally Acceptable.</b> New construction or development should be undertaken only after a detailed analysis of the noise-reduction requirements is made and needed noise mitigation features have been included in the design.					
	<b>Normally Unacceptable.</b> New construction or development should not be undertaken.					

\* See residential land use designations in the Land Use Element of this General Plan.

Figure N-1 Existing Traffic Noise Contours



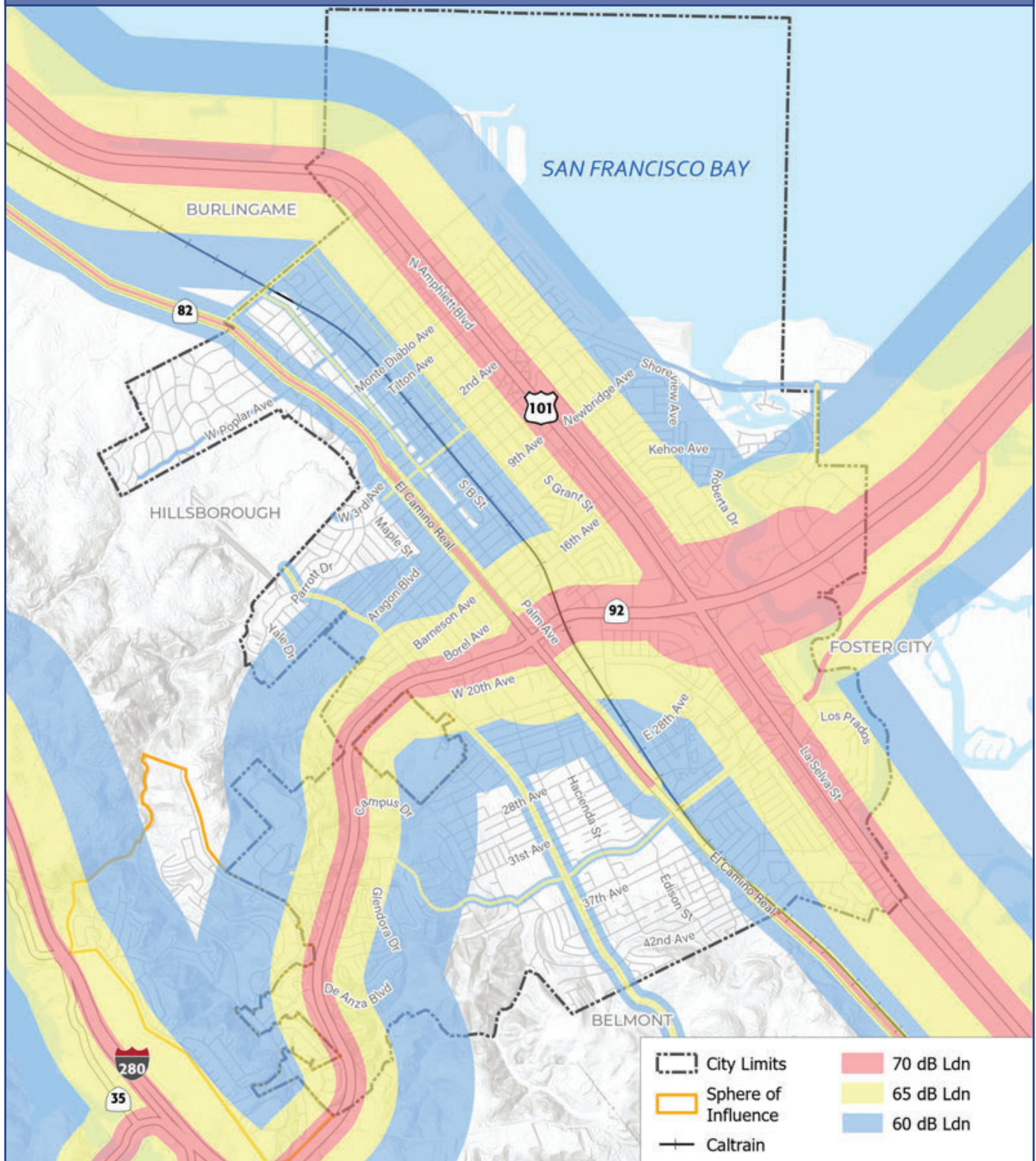
Source: ESRI, 2022; ECORP, 2023; PlaceWorks, 2023.

Note: This map is included for informational purposes and is not adopted as part of this General Plan.





Figure N-2 Future Traffic Noise Contours

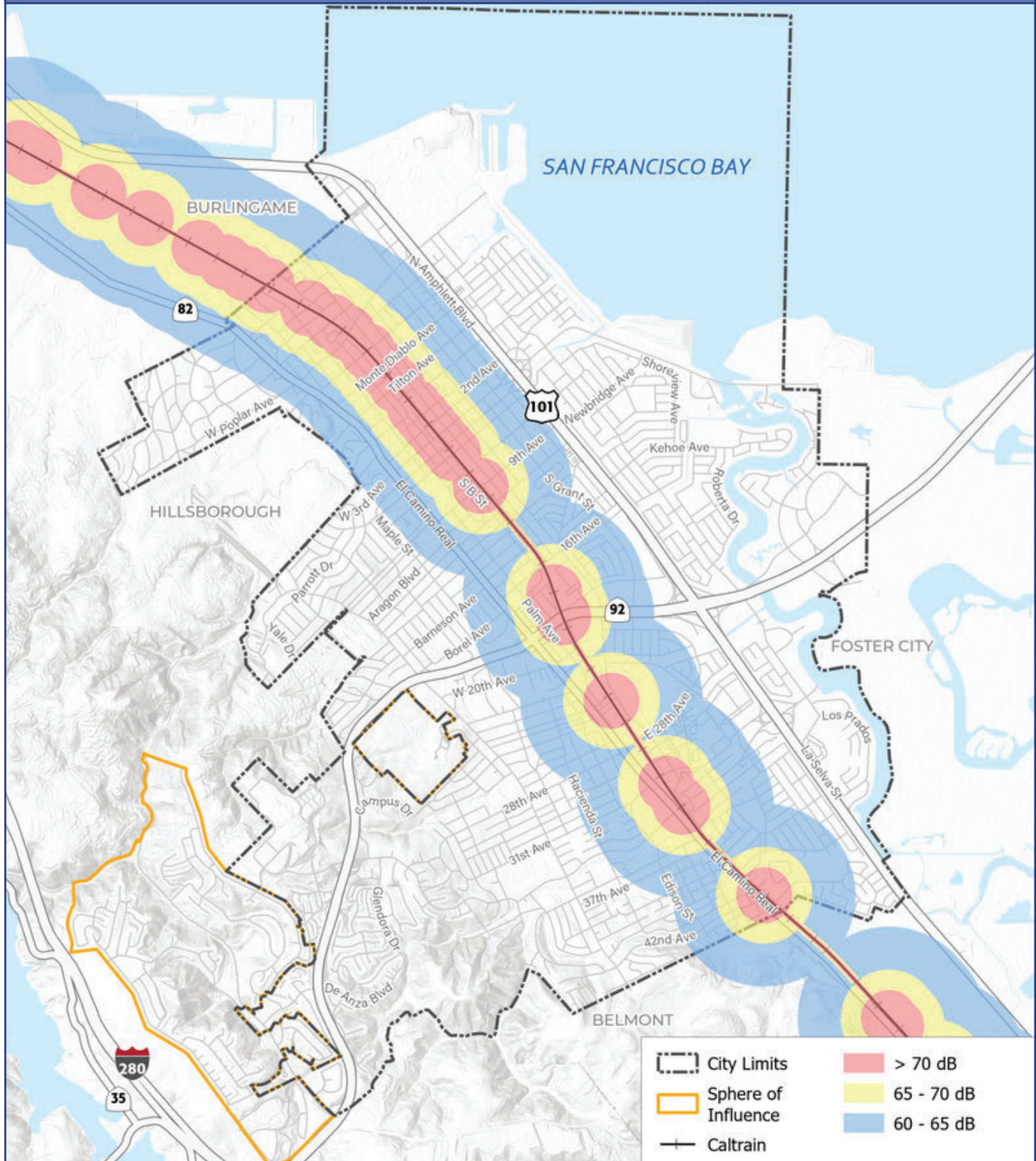


Source: ESRI, 2022; ECORP, 2023; PlaceWorks, 2023.





Figure N-3 Rail Noise Contours



Source: ESRI, 2022; ECORP, 2023; PlaceWorks, 2023.



## MITIGATING NOISE IMPACTS

Excessive noise in the city can be addressed in three ways: land use planning, physical mitigation, and administrative regulation. Land use planning means considering the existing and future noise environment when reviewing proposed development and locating new uses in a way that minimizes the exposure of new community members to excessive noise. Most of San Mateo is within the “conditionally acceptable” range of between 60 dB and 70 dB ( $L_{dn}$ ), so some form of noise mitigation will likely need to be incorporated into building and site design for any new noise-sensitive land uses listed in Table N-1.

San Mateo’s residential neighborhoods that border US Highway 101, State Route 92, El Camino Real, and the railroad corridor are subject to sound levels exceeding 70 dB ( $L_{dn}$ ), as shown in Figures N-1 and N-3. The Land Use Element allows residential and other types of development in these areas, and this Noise Element provides policy guidance to mitigate noise impacts on that new development, such as through site design and construction methods.

Physical mitigation refers to reducing the noise level by controlling how buildings are built and where they are located. For instance, buildings could use sound-absorbing materials to absorb the noise, install walls or windows to reduce the noise indoors, or be located in areas away from sources that produce substantial noise, such as freeways or train tracks. Trees and other vegetation can also help to absorb, deflect, and mask unwelcome noise, while also offering shade and absorbing carbon.

The City’s Noise Control Ordinance is an example of administrative regulations. This ordinance, which is part of the Municipal Code, limits the operating hours and duration of noise sources by decibel level. For example, construction activities are restricted at night so residents can have a quiet and peaceful night of sleep.

Noise mitigation in the city requires a collaborative approach between the City of San Mateo and other agencies. The City has the power to enact the policies in this Noise Element and the regulations in the Noise Control Ordinance. However, many sources of noise pollution are outside of the City’s control. Noise generated from trains that use the Caltrain/Southern Pacific rail corridor, particularly the train horns, is regulated by safety standards set by the Federal Rail Administration. While there is noise pollution from the San Francisco International Airport (SFO), the City has limited influence on flight paths, which are determined by the Federal Aviation Administration (FAA). Additionally, freeways are under the jurisdiction of the California Department of Transportation (Caltrans). Moving forward, the City will continue to work closely with agencies such as Caltrain, Caltrans, and SFO to reduce noise impacts to all those that live, work, and play in San Mateo.





## GOALS, POLICIES, AND ACTIONS

**GOAL N-1** Protect noise-sensitive land uses from excessive noise levels.

### POLICIES

**Policy N 1.1 Noise and Land Use Planning.** Integrate noise considerations into land use planning decisions to minimize noise impacts to or from new development.

**Policy N 1.2 Interior Noise Level Standard.** Require submittal of an acoustical analysis and interior noise insulation for all noise-sensitive land uses listed in Table N-1 that have an exterior noise level of 60 dBA ( $L_{dn}$ ) or above, as shown on Figure N-2. The maximum interior noise level shall not exceed 45 dBA ( $L_{dn}$ ) in any habitable rooms, as established by the California Building Code.

**Policy N 1.3 Exterior Noise Level Standard for Residential Uses.** Require an acoustical analysis for new multifamily common open space for residents that have an exterior noise level of 60 dBA ( $L_{dn}$ ) or above, as shown on Figure N-2. Incorporate necessary mitigation measures into residential project design to minimize common open space noise levels. Maximum exterior noise should not exceed 65 dBA ( $L_{dn}$ ) for residential uses.

**Policy N 1.4 Exterior Noise Level Standard for Parks and Playgrounds.** Require a feasibility analysis of noise-reduction measures for public parks and play areas that have an exterior noise level of 70 dBA ( $L_{dn}$ ) or above.



**Policy N 1.5 Inclusive Outreach.** Notify the community when new land uses that would result in excessive noise levels are being considered and inform community members about how they can engage in the process. Use outreach and engagement methods that encourage broad representation and are culturally sensitive, particularly for equity priority communities.

## GOAL N-2 Minimize unnecessary, annoying, or unhealthful noise.

### POLICIES

**Policy N 2.1 Noise Regulation.** Regulate noise in San Mateo to prohibit noise that is annoying or injurious to community members.

**Policy N 2.2 Minimize Noise Impacts.** Incorporate necessary mitigation measures into new development design to minimize short-term noise impacts. Determine whether new development has the potential to result in a significant noise impact on existing development based on the following standards. Impacts will be analyzed based on long-term operational noise increases at the sensitive receptor property line, or new uses that generate noise levels at the sensitive receptor property line, as follows:

Ldn Category of Existing Development Per Figures N-1, N-2, and/or N-3	Noise Increase Considered “Significant” over Existing Noise Levels
Normally Acceptable	An increase of more than 5 dBA and the total Ldn exceeds the “normally acceptable” category
Conditionally Acceptable	An increase of more than 5 dBA
Unacceptable	An increase of more than 5 dBA

**Policy N 2.3 Minimize Commercial Noise.** Protect land uses other than those listed as “noise sensitive” in Table N-1 from adverse impacts caused by the on-site noise generated by new developments. Incorporate necessary mitigation measures into development design to minimize short-term and long-term noise impacts. Prohibit new uses that generate noise levels of 65 dBA ( $L_{dn}$ ) or above at the property line, excluding existing ambient noise levels.

**Policy N 2.4 Traffic Noise.** Recognize projected increases in ambient noise levels resulting from future traffic increases, as shown on Figure N-2. Promote reduced traffic speeds and the installation of noise barriers or other methods to reduce traffic noise along highways and high-volume roadways where noise-sensitive land uses (listed in Table N-1) are adversely impacted by excessive noise levels (60 dBA [ $L_{dn}$ ] or above).

**Policy N 2.5 Railroad Noise.** Support the installation of noise barriers and other mitigations along the railroad corridor where noise-sensitive land uses are adversely impacted by excessive noise levels (60 dBA [ $L_{dn}$ ] or greater), as shown in Figure N-3.

**Policy N 2.6 Railroad Vibration.** Require that new residential projects (or other sensitive uses) within 200 feet of existing railroad lines conduct a ground-borne vibration and noise evaluation consistent with Federal Transit Administration-approved methodologies.

**Policy N 2.7 Construction Noise and Vibration Monitoring.** Require construction noise limits and vibration monitoring around sensitive receptors, including through limiting construction hours and individual and cumulative noise from construction equipment. For larger development projects that demand intensive construction periods and/or use equipment that could create vibration impacts, require a vibration impact analysis, as well as monitoring and reporting of noise/vibration levels throughout construction, consistent with industry standards.

## ACTIONS

**Action N 2.8 Conditions of Approval for Noise Monitoring.** Establish conditions of approval for larger development projects to ensure that requirements for construction noise and vibration monitoring include a requirement for a monitoring plan that provides information on the monitoring locations, durations and regularity, the instrumentation to be used, and appropriate noise and vibration control measures to ensure compliance with the noise ordinance and any applicable vibration limits.

**Action N 2.9 Railroad Noise Reductions.** Implement projects necessary to achieve Quiet Zones in the city, such as elimination of at-grade rail crossings or other mitigation measures to decrease horn and other operational noise levels, with a focus on achieving Quiet Zones as part of any substantial expansions of the rail service.

**Action N 2.10 Railroad Noise Barriers.** Work with the Peninsula Corridor Joint Powers Board to promote and encourage adequate noise mitigations and barriers to be incorporated into any rail service expansion or track realignment.





# CHAPTER 10

## Abbreviations and Glossary









# ABBREVIATIONS AND GLOSSARY

This glossary explains the technical terms used in this General Plan. Definitions come from several sources, including the California Office of Planning and Research, the California Institute for Local Government, and the American Planning Association *Glossary of Zoning, Development, and Planning Terms*.

## ABBREVIATIONS

<b>AARP</b>	American Association of Retired Persons
<b>AA-T</b>	Arts Degree for Transfer
<b>AB</b>	Assembly Bill (State)
<b>ABAG</b>	Association of Bay Area Governments
<b>ADA</b>	Americans with Disabilities Act
<b>ADU</b>	Accessory Dwelling Unit
<b>AMI</b>	Area Median Income
<b>AS-T</b>	Associate in Science Degree for Transfer
<b>AV</b>	Autonomous vehicle
<b>BAAQMD</b>	Bay Area Air Quality Management District
<b>BART</b>	Bay Area Rapid Transit
<b>BMR</b>	Below Market Rate
<b>BRT</b>	Bus Rapid Transit
<b>BUILD</b>	Better Utilizing Investments to Leverage Development
<b>CalEnviroScreen</b>	California Communities Environmental Health Screening Tool
<b>CAL FIRE</b>	California Department of Forestry and Fire Protection
<b>CalOES</b>	California Governor's Office of Emergency Services
<b>Cal Water</b>	California Water Company
<b>Caltrans</b>	California Department of Transportation
<b>CAP</b>	Climate Action Plan
<b>C/CAG</b>	City/County Association of Governments of San Mateo County
<b>CDFW</b>	California Department of Fish and Wildlife
<b>CEQA</b>	California Environmental Quality Act
<b>CERT</b>	Community Emergency Response Team



<b>CNEL</b>	Community Noise Equivalent Level
<b>CIP</b>	Capital Improvement Program
<b>dB</b>	Decibel
<b>dBA</b>	Decibel “A-Weighted”
<b>du/ac</b>	Dwelling units per acre
<b>EAS</b>	Emergency Alert System
<b>EBT</b>	Electronic Benefit Transfer
<b>EIR</b>	Environmental Impact Report
<b>EMS</b>	Emergency Medical Service
<b>EMID</b>	Estero Municipal Improvement District
<b>EV</b>	Electric Vehicle
<b>FAR</b>	Floor Area Ratio
<b>FAST</b>	Fixing America’s Surface Transportation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHSZ</b>	Fire Hazard Severity Zone
<b>FIRM</b>	Flood Insurance Rate Map
<b>FRAP</b>	Fire and Resource Assessment Program
<b>GHG</b>	Greenhouse Gas
<b>GIS</b>	Geographic Information Systems
<b>GPA</b>	General Plan Amendment
<b>GPS</b>	General Plan Subcommittee
<b>ITS</b>	Intelligent Transportation Systems
<b>JPB</b>	Joint Powers Board
<b>LAFCO</b>	Local Agency Formation Commission
<b>Ldn</b>	Day/Night Average Sound Level
<b>LID</b>	Low Impact Design
<b>LOS</b>	Level of Service
<b>LRA</b>	Local Responsibility Area
<b>MFD</b>	Multi-Family Dwelling
<b>MJHMP</b>	Multi-Jurisdictional Hazard Mitigation Plan
<b>MMRP</b>	Mitigation Monitoring and Reporting Program

<b>MTC</b>	Metropolitan Transportation Commission
<b>ODS</b>	Objective Design Standards
<b>OneShoreline</b>	San Mateo County Flood and Sea Level Rise Resiliency District
<b>PCE</b>	Peninsula Clean Energy
<b>PG&amp;E</b>	Pacific Gas and Electric Company
<b>PSPS</b>	Public Safety Power Shutoff
<b>RHNA</b>	Regional Housing Needs Allocation
<b>SB</b>	Senate Bill (State)
<b>SLR</b>	Sea Level Rise
<b>SPAR</b>	Site Plan and Architectural Review
<b>SFD</b>	Single-Family Dwelling
<b>SFPUC</b>	San Francisco Public Utilities Commission
<b>SF RWS</b>	San Francisco Regional Water System
<b>SMC Fire</b>	San Mateo Consolidated Fire Department
<b>SMCTA</b>	San Mateo County Transportation Authority
<b>SMPD</b>	San Mateo Police Department
<b>SOI</b>	Sphere of Influence
<b>SR-</b>	State Route
<b>SRA</b>	State Responsibility Area
<b>SVS</b>	Social Vocational Services
<b>TAC</b>	Toxic Air Contaminant
<b>TDM</b>	Transportation Demand Management
<b>TIA</b>	Transportation Impact Analysis
<b>TNC</b>	Transportation Network Company
<b>TOD</b>	Transit Oriented Development
<b>USACE</b>	United States Army Corps of Engineers
<b>VMT</b>	Vehicle Miles Traveled
<b>VHFHSV</b>	Very High Fire Hazard Severity Zone
<b>WUI</b>	Wildland-Urban Interface

## TERMINOLOGY

**21 Elements.** A multi-year, multi-phase collaboration of all 21 San Mateo County jurisdictions, along with partner agencies and stakeholder organizations.

**Acreage.** The land area that exists prior to any dedications for public use, health, and/or safety purposes.

**Action.** A measure, procedure, or technique that helps the City achieve a specific goal. An action is something concrete that can and will be completed. (see “Goal”)

**Active Transportation.** Biking, walking, and other human-powered ways of getting around.

**Adaptation.** Making changes in response to current or future conditions (such as the increased frequency and intensity of climate-related hazards), usually to reduce harm and take advantage of new opportunities.

**Adaptive Management.** A flexible, iterative decision making process that can be adjusted in the face of uncertainties as outcomes from management actions and other events become better understood.<sup>1</sup>

**Adverse Impact.** A negative consequence for the physical, social, or economic environment resulting from an action or project.

**Affordability, Housing.** The relation of housing costs to household income.

**Affordable Housing.** A for-sale housing or rental housing affordable to households whose incomes do not exceed 120 percent of the area median income (moderate- or lower-income households).

**Archaeological Resource.** Material evidence of past human activity found below the surface of ground or water, portions of which may be visible above the surface.

**Assembly Bill (AB).** A State law or bill originating from the State Assembly. The abbreviation “AB” preceeds the specific bill number.

**Association of Bay Area Governments.** The regional planning agency for the nine Bay Area counties, including San Mateo County, and the 101 cities and towns within these counties.

**Asset.** A valued feature of a community that may be harmed by climate change. Assets may include buildings, infrastructure, community services, ecosystems, and economic drivers.

**Below Market Rate (BMR) Unit.** A below market rate unit is an affordable housing unit (see Affordable Housing definition).

**Buffer.** An area established between potentially conflicting land uses, which, depending on the potential impact, may use landscaping or structural barriers such as yards or roads.

**Bicycle Class Facilities.** A classification system for bicycle paths and roadways identified in the California Highway Design Manual.

**Shared-use paths (Class I):** Off-road pathways designed for people walking, biking, and rolling (e.g., skateboard or scooter).

**Separated bike lanes (Class IV):** A designated lane separated from vehicular traffic by a buffer with vertical protection (e.g., flexible posts, planters, parked vehicles, curbs).

1 U.S. Department of the Interior, 2009. *Adaptive Management, The U.S. Department of the Interior Technical Guide*, page 5.

**Buffered bike lanes (Class II):** A designated bicycle lane adjacent to vehicular traffic separated by a striped buffer area on the pavement.

**Standard bike lanes (Class II):** A designated bicycle lane directly adjacent to vehicular traffic.

**Bicycle boulevards (Class III):** Bicyclists share a lane with vehicular traffic and are identified with bicycle signage and pavement markings to increase driver awareness of bicyclists and aid bicyclists with navigation; however, bicycle boulevards include traffic-calming treatments and are solely implemented on low-speed (i.e., less than 25 mile per hour) and low-volume (i.e., less than 3,000 vehicles per day) streets to ensure they are low-stress facilities.

**Bicycle routes (Class III):** Bicyclists share the lane with vehicular traffic and are identified with bicycle signage and pavement markings to increase driver awareness of bicyclists and aid bicyclists with navigation. The City is phasing out this type of route within the bicycle network and upgrading to other facility types.

**Building.** A structure with substantial walls and roof designed for the shelter, enclosure, or protection of persons, animals, chattels, or property of any kind. (see “Structure”)

**Building Code.** Standards adopted by the State governing the construction, alteration, demolition, occupancy, or other use of buildings used for human habitation. The State regulations are substantially the same as those contained in the most recent editions of the Uniform Building Code, Uniform Housing Code, Uniform Plumbing Code, Uniform Mechanical Code, and the National Electric Code. Local governments may have stricter standards under certain circumstances.

**California Environmental Quality Act (CEQA).** Legislation and corresponding procedural components established in 1970 by the State of California to require environmental review for projects anticipated to result in adverse impacts to the environment. (see “Environmental Impact Report”)

**Capital Improvement Program.** A program that schedules permanent improvements, usually for a minimum of five years in the future, that fits the projected fiscal capability of the local jurisdiction. The program generally is reviewed on an annual basis for conformance to and consistency with the General Plan.

**Carbon Neutral.** Reducing greenhouse gas (GHG) emissions to zero, either by entirely eliminating all GHG emissions or by balancing out all remaining GHG emissions through carbon removal practices so that the “net” emissions are zero.

**City.** City with a capital “C” generally refers to the City of San Mateo government or administration. City with a lower case “c” may mean any city or may refer to the geographical area.

**City Limits.** The legal boundaries of the geographical area subject to the jurisdiction of the City of San Mateo’s government. For example, development applications for properties located within the City Limits must be reviewed by the City.

**Clean Air Refuge.** A building with efficient air filtration and improved air quality that is opened to community members during poor air quality days.

**Climate Change.** Long-term shifts in temperatures and weather patterns that have come to define the Earth’s local, regional and global climates. In the context of this plan, this term refers to changes brought on by human activities, also known as anthropogenic climate change.

**Compatible.** Capable of existing together without conflict or ill effects.

**Complete Street.** A transportation facility that is planned, designed, constructed, operated, and maintained to provide comfortable and convenient mobility, and improve accessibility and connectivity to essential community destinations for all users and abilities, regardless of whether they are travelling as pedestrians, bicyclists, wheelchair users, public transportation riders, or drivers. Complete streets are especially attuned to the needs of people walking, using assistive mobility devices, rolling, biking, and riding transit.

**Complete Streets Act.** A law that requires all road construction and improvement projects to evaluate how the right-of-way serves all who use it, including pedestrians, bicyclists, and transit users.

**Conservation.** The management and use of natural resources in a sustainable manner. Conservation results in land and water areas that are protected and managed for durability to sustain functional ecosystems, both intact and restored, and the diversity of life they support.

**Conserve.** To manage natural resources sustainably.

**Critical Facility.** A facility whose continued functioning is necessary to maintain public health and safety following a disaster, and where damage or failure could pose hazards to life and property well beyond their immediate vicinity.

**Cultural Resource.** A historic, archaeological, tribal, or paleontological resource or human remains. Cultural resources include tribal cultural resources, as defined in California Public Resources Code Section 21074, regardless of whether a tribe is federally recognized.

**Decibel (dB).** A unit used to express the relative intensity of a sound as it is heard by the human ear. The lowest volume a normal ear can detect under laboratory conditions is 0 decibel, the threshold of human hearing. Since the decibel scale is logarithmic, 10 decibels are 10 times more intense and 20 decibels are 100 times more intense than 1 decibel.

**Decibel, A-weighted (dBA).** The “A-weighted” scale for measuring sound in decibels, which weighs or reduces the effects of low and high frequencies to simulate human hearing. Every increase of 10 dBA doubles the perceived loudness, even though the noise is actually 10 times more intense.

**Dedication.** Giving private land for public use, and the acceptance of land for such use by the governmental agency having jurisdiction over the public function for which it will be used. Dedications for roads, parks, school sites, or other public uses are often required by a city or county as conditions for approval of a development. (see “In-Lieu Fee”)

**Density.** The number of permanent residential dwelling units per acre of land (du/acre). Densities specified in this General Plan are expressed in dwelling units per net acreage, excluding land area that may be devoted to public right-of-way, including roadways.

**Development Review.** The comprehensive evaluation of a development and its impact on neighboring properties, the environment, and the community as a whole, from the standpoint of site and landscape design, architecture, materials, lighting, and signs, in accordance with a set of adopted criteria and standards.

**Development.** The physical expansion and/or construction of non-farm land uses. Development activities include subdivision of land; construction of a single-family dwelling on an existing lot; construction or alteration of structures, roads, utilities, and other facilities; grading; deposit of refuse, debris, or fill materials; and clearing of natural vegetative cover (with the exception of agricultural activities). Routine repair and maintenance activities are not considered development.

**Development Fees.** Direct charges or dedications collected on a one-time basis for a service provided or as a condition of approval being granted by the local government. The purpose of the fee or exaction must directly relate to the need created by the development. In addition, its amount must be proportional to the cost of the service or improvement. Fees can be broken down into two major classes: (1) service charges, such as permit fees covering the cost of processing development plans, connection, or standby fees for installing utilities, or application fees for reviewing and considering development proposals; and (2) “impact” fees levied on new development to cover the cost of infrastructure or facilities necessitated by development. (See “Impact Fee”)

**Duplex.** A free-standing house divided into two separate living units or residences, usually having separate entrances; or two single-family detached dwelling units on a single lot.

**Dwelling Unit.** The place of customary abode of a person or household, which is either considered to be real property under State law or cannot be easily moved.

**Ecosystem.** An interacting system formed by a biotic community and its physical environment.

**Electric Vehicle.** A zero-emission vehicle that uses electricity stored in a battery to power one or more electric motors and can be plugged in at home, work, fleet, or public charging stations.

**Environmental Impact Report.** A study required pursuant to the California Environmental Quality Act that assesses all the environmental characteristics of an area, determines what effects or impacts will result if the area is altered or disturbed by a proposed action, and identifies alternatives or other measures to avoid or reduce those impacts. (see “California Environmental Quality Act”)

**Equity.** The state in which each individual or group is allocated or has access to the resources needed to reach an equal or fair outcome.

**Equity Priority Community.** A low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation. This is the term the City of San Mateo uses in place of “disadvantaged communities,” as named in Senate Bill (SB) 1000. SB 1000 defines disadvantaged communities per Health and Safety Code Section 39711, specifying CalEnviroScreen as the primary screening method for identifying these communities.

**Erosion.** The process by which soil and rock are detached and moved by running water, wind, ice, and gravity.

**Evacuation Route.** A roadway designated in the General Plan as a potential recommended route to travel when evacuating from a hazardous condition.

**Evacuation-Constrained Parcels.** Parcels located on a single-access road that do not have at least two ingress/egress routes.



**Exposure.** The presence of people, infrastructure, natural systems, and economic, cultural, and social resources in areas that are subject to harm.

**Farmers' Market.** A mobile or non-mobile market: (1) operated by a local government agency, one or more certified producers, or a nonprofit organization; (2) certified by and operating in a location approved by the County Agricultural Commissioner; and (3) where farmers sell directly to consumers agricultural products or processed products made from agricultural products that the farmers grow themselves.

**Fault.** A fracture in the earth's crust that forms a boundary between rock masses that have shifted.

**Fire Hazard Severity Zone.** An area of significant fire hazard based on fuels, terrain, weather, and other relevant hazards.

**Flood, 100-Year.** In any given year, a flood that has a 1 percent likelihood (a 1 in 100 chance) of occurring, and is recognized as a standard for acceptable risk.

**Flood, 500-Year.** In any given year, a flood that has a 0.2 percent likelihood (a 1 in 500 chance) of occurring.

**Floodplain.** The relatively level land area on either side of the banks of a stream regularly subject to flooding.

**Floor Area Ratio.** The size of a building in square feet (gross floor area) divided by gross land area, expressed as a decimal number. For example, a 60,000-square-foot building on a 120,000-square-foot parcel would have a floor area ratio of 0.50. The FAR is used in calculating the building intensity of development.

**Garden, Community.** A shared, semi-public space where people in the surrounding neighborhood share the work and harvest of maintaining a plot of fruits, vegetables, or other plants. Community gardens provide residents with an opportunity to grow fresh produce, flowers, or other plants on land that they do not own. Community gardens can also serve an educational function, especially when operated by community organizations or educational institutions.

**Gateway.** A unique transition point in topography, architecture, or land use that serves as an entrance to the city or specific neighborhoods within the city.

**General Plan.** A collection of City policies regarding its long-term development, in the form of maps and accompanying text. The General Plan is a legal document required of each local agency by the State of California Government Code Section 65301 and adopted by the City Council.

**Geographic Information Systems.** A combination of approaches, programs, methodologies, and technologies to map, gather, store, manipulate, analyze, present, and interpret spatial information and data.

**Goal.** A description of the general desired result sought by the City. Each goal has one or more policies and/or actions associated with the goal. (see "Policy" and "Action")

**Greenhouse Gas.** A gas that allows sunlight to pass through but reflect heat radiated from the earth's surface, trapping heat in the lower atmosphere. Common greenhouse gases (GHGs) include water vapor, carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O). They may be emitted by natural or human processes.

**Groundwater.** Water that exists beneath the earth's surface, typically found between saturated soils and rock, and is used to supply wells and springs.

**Habitat.** The physical location or type of environment in which an organism or biological population lives or occurs.

**Hazard.** An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss.

**Hazard Mitigation.** Sustained action taken to reduce or eliminate the long-term risk to human life and property through actions that reduce hazard, exposure, and vulnerability.

**Hazardous Material, Hazardous Waste.** A substance or waste that, because of its physical, chemical, or other characteristics, may pose a risk of endangering human health or safety or of degrading the environment. This does not include household hazardous waste, universal waste, or electronic waste, as they do not contain the quantity, concentration, and/or types of products significant enough to pose a substantial risk to human health and safety or to the environment.

**Historic Resource.** A historic resource is a building, structure, site, or district that has one or more of the following characteristics:

- Listed in or determined to be on or individually eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources.
- Identified as a Downtown Historic District or Glazenwood Historic District contributor building as designated in the 1989 Historic Building Survey Report.
- Determined to be eligible through documentation contained in a historic resources report.

**Horizon Year.** The year through which the General Plan is intended to be effective, or 2040.

**Household.** All persons occupying one dwelling unit.

**Human Scale.** Buildings, structures, streetscape, and other urban design elements that are of a size and proportion that relates to the size of a human to create a comfortable and inviting experience.

**Impact, Climate.** The effects (especially the negative effects) of a hazard or other condition associated with climate change.

**Impact Fee.** A fee imposed on a proposed development project by a jurisdiction to address impacts to city services or infrastructure, based on the number of units, square footage, or acreage. The fee is often used to offset costs of schools, roads, police and fire services, housing, and parks. (See “Development Fee”)

**Implementation.** Actions, procedures, programs, or techniques that carry out a plan.

**Infill Development.** Development that occurs on vacant or underutilized land within areas that are already largely developed.

**In-Lieu Fee.** A fee that may be required of an owner or developer as a substitute for a dedication of land or an asset for public use, such as public art, replacement of trees, or parking spaces, usually calculated in dollars per lot, and referred to as in-lieu fees or in-lieu contributions. (see “Dedication”)

**King Tides.** Abnormally high, predictable astronomical tides that occur about twice per year, with the highest tides occurring when the Earth, Moon, and Sun are aligned.

**Land Use.** The occupation or use of an area of land for any human activity or purpose.

**Land Use Designation.** One particular land use category, from a range of land use classifications, assigned to a parcel as established by the General Plan Land Use Element.

**Landslide.** Movement of soil and/or rock down a slope, which typically occurs during an earthquake or following heavy rainfall.

**Liquefaction.** The transformation of loose, wet soil from a solid to a liquid state, often as a result of ground shaking during an earthquake.

**Local Agency Formation Commission.** A five- or seven-member commission within each county that reviews and evaluates all proposals for formation of special districts, incorporation of cities, annexation to special districts or cities, consolidation of districts, and merger of districts with cities. Each county's LAFCO is empowered to approve, disapprove, or conditionally approve such proposals.

**Maximum Development.** Development of land to its full potential, or theoretical capacity, as permitted under current or proposed planning or zoning designations.

**Micro Agriculture.** The practice of growing and processing fresh food in an urban area.

**Micromobility.** Transportation via small, lightweight vehicles, typically electric assisted, operated by the driver, such as electric scooters and bicycles. Vehicles typically do not exceed 15 miles per hour and are often available for rent for short-range travel within a defined area.

**Mitigation.** A protective measure or modification of a project to avoid, reduce, minimize, or eliminate a negative impact. There are various types of mitigation, including environmental impact mitigation, hazard mitigation, greenhouse gas emissions mitigation, and more.

**Mixed-Use.** Any mix of land uses, including mixing residences with commercial, offices with retail, or visitor accommodation with offices and retail. As distinguished from a single-use land use designation or zone, mixed use refers to an authorized variety of uses for buildings and structures in a particular area. When the mix of uses is within one building, it's called vertical mixed-use. A type of mixed-use development where uses are behind or next to each other but in different buildings on the same development site is called horizontal mixed use.

**Multimodal Level of Service.** A scale that measures the performance of vehicle, bicycle, pedestrian, and transit facilities.

**Municipality.** An incorporated city or town.

**Neighborhood.** Relatively large residential areas that have some common characteristics, such as a common history, neighborhood association, or common physical characteristics (e.g., architectural style), a common meeting place, intangible characteristics (e.g., a psychological sense of cohesion), or clear physical boundaries (e.g., waterways or major roads).

**Noise Contour.** A line connecting points of equal noise level as measured on the same scale.

**Noise-Sensitive Use.** A location where people reside or where the presence of unwanted sound could adversely affect the use of land, such as residences, schools, and hospitals.

**Non-Conforming Use.** A use that was legally allowed when brought into existence, but no longer permitted by current regulation. “Non-conforming use” is a generic term and includes: (1) non-conforming structures (because their size, type of construction, location on land, or proximity to other structures is no longer permitted); (2) non-conforming use of a conforming building; (3) non-conforming use of a non-conforming building; and (4) non-conforming use of land. Any use lawfully existing on any piece of property that is inconsistent with a new or amended General Plan, and that in turn is a violation of a Zoning Ordinance amendment subsequently adopted in conformance with the General Plan, will be a non-conforming use. Typically, non-conforming uses are considered “grandfathered in” and permitted to continue, subject to certain restrictions on discontinuance or rehabilitation.

**Nonessential Idling.** Unnecessary operation of a gas-powered vehicle while it is stationary when none of the following circumstances are met: the vehicle is stuck in traffic; idling is necessary to inspect or service the vehicle; the vehicle is transferring power via a power-takeoff device; the vehicle can’t move due to adverse weather conditions or mechanical failure; the vehicle is a bus with passengers on board. See California Code of Regulations, Title 13, Section 2485, for a full definition.

**Overlay.** A land use or zoning designation that modifies the basic underlying designation or designations in some specific manner.

**Parcel.** An area of land that is a legally created lot.

**Park.** Tract of land set aside for public use, aesthetic enjoyment, recreation, or the conservation of natural resources.

**Regional Park:** Regional Parks are of a relatively expansive size and their unique natural and cultural attractions draw visitors from the entire region. These parks usually have many uses and require a higher level of management when compared to smaller parks such as city parks, neighborhood parks, recreation centers, and pocket parks, which have fewer activities and primarily serve local residents.

**Community Park:** Community parks serve the needs of a range of people, from several neighborhoods to the entire city. They typically contain a wide variety of facilities for active and passive recreation, and organized sports. They also provide amenities typical of neighborhood parks for use by the surrounding residents. Parks containing fewer elements but that contain facilities that serve the entire city may be considered to be community parks.

**Neighborhood Park:** Neighborhood Parks provide for the daily recreation needs of nearby residents, with primarily passive and informal recreation facilities. Neighborhood parks often include play areas, picnic areas, open turf areas or green space, basketball courts, and tennis courts. The neighborhood parks also may contain play fields.

**Mini Parks:** Mini parks are small parks, generally less than one acre in size, that accommodate the daily recreation needs of nearby residents. They typically include children’s play areas, sitting areas, and limited green space, but are not large enough to contain play fields.

**Policy.** A specific statement that guides decision making as the City works to achieve a goal. Policies represent statements of City regulation and set the standards used by decision makers when considering proposed development and actions. A policy is ongoing and requires no further action (see “Goal”).

**Reach Code.** A local municipal code that exceeds the State Building Code requirements. A reach code must be at least as stringent as the State Code, cost-effective, approved by the California Energy Commission, and updated and re-approved with each State Energy Code update.

**Reconstruction.** Redevelopment of a building or structure, after being damaged or destroyed in a disaster, to its original state.

**Resilience.** The capacity of any entity—an individual, community, organization, or natural system—to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruptive experience. Community resilience is the ability of communities to withstand, recover, and learn from past disasters to strengthen future response and recovery efforts.

**Rewilding.** Returning land to its natural state to regenerate natural areas. In contrast to restoration, rewilding focuses on returning ecosystems to their former states as close as possible while allowing for plant, animal, and other ecosystem substitutions to account for changing future conditions.

**Riparian.** A habitat and vegetation zone that is associated with the banks and floodplains of a river, stream, or lake. Riparian trees and shrubs are typically phreatophytes, plants whose root systems are in constant contact with groundwater.

**Risk.** The potential for damage or loss created by the interaction of hazards with assets such as buildings, infrastructure, or natural and cultural resources.

**Roadway Classifications.** Roadway classifications define the function of various street types in the transportation network. The City of San Mateo classifies its roadways using the Caltrans Functional Classification System.

**Local:** Local roads are the largest percentage of roadways in terms of mileage. These provide direct access to abutting land. They may be designed to discourage through traffic; they are not intended to cover long distances. The annual average daily traffic volume for local roads is 80 to 700 trips.

**Major Collector:** Major collectors gather traffic from local roads and funnel it to arterials. Compared to local roadways, major collectors are longer, have fewer driveways, have higher speed limits, and may have more travel lanes. The annual average daily traffic volume for major collectors is 1,100 to 6,300 trips.

**Minor Arterials:** Minor arterials are used for trips of moderate length, serve smaller geographic areas than principal arterials and offer connections between principal arterials and other roadways. The annual average daily traffic volume for minor arterials is 3,000 to 14,000 trips.

**Principal Arterials:** Principal arterials are the main streets within the city that carry the greatest number of users and serve the largest area. Unlike a freeway, travelers can access destinations directly from the arterial through driveways and at-grade intersections with other roadways. The annual average daily traffic volume for principal arterials is 7,000 to 27,000 trips. El Camino Real is the only principal arterial in San Mateo.

**Freeways or Expressways:** Freeways and expressways have directional travel lanes that are usually separated by a physical barrier, and their access and egress points are limited to on- and off-ramp locations or a very limited number of at-grade intersections. The annual average daily traffic volume for freeways and expressways is 13,000 to 55,000 trips. US Highway 101 and State Route 92 are the two freeways in San Mateo.

**Safe Routes to School.** Pedestrian and bicycling routes that provide children with safe access to and from schools.

**Scenic Roadways; Scenic Trails.** Land that is visible from, adjacent to, and outside a roadway right-of-way, and is made up primarily of scenic and natural features. Topography, vegetation, viewing distance, and/or jurisdictional lines determine the scenic corridor boundaries.

**Sea Level Rise.** The worldwide average rise in mean sea level, which may be due to a number of different causes, such as the thermal expansion of sea water and the addition of water to the oceans from the melting of glaciers, ice caps, and ice sheets, including as a result of climate change.

**Seniors.** People 65 years of age or older.

**Sensitive Habitat.** Land containing unique, representative, threatened, and/or endangered plant and animal communities, or ecosystems.

**Sensitive Receptor.** A use that is highly sensitive to impacts from other uses, including homes, schools, playgrounds, sports fields, childcare centers, senior centers, hospitals, and long-term healthcare facilities.

**Sensitivity.** The level to which a species, natural system, community, or government would be affected by changing climate conditions.

**Severe Ground Shaking.** Intense ground movement resulting from the transmission of seismic waves during an earthquake.

**Specific Plan.** Under Article 8 of the Government Code (Section 65450 et seq.), a legal tool for detailed design and implementation of a defined portion of the area covered by a General Plan. A Specific Plan may include all or a part of detailed regulations, conditions, programs, and/or proposed legislation that may be necessary or convenient for the systematic implementation of any General Plan element(s).

**Sphere of Influence.** The probable physical boundaries and service area of a municipality or special district, as determined by the Local Agency Formation Commission of the county.

**Stormwater.** Water that comes from a rain event.

**Story.** The term to define building height in the General Plan. The General Plan does not regulate the height of individual stories. Overall building height limits are established by Measure Y and/or the Zoning Code.

**Structure.** Anything constructed or erected on and permanently attached to the ground, except fences six feet or less in height (see “Building”).

**Sustainability.** Meeting the needs of the present without compromising the ability of future generations to meet their own needs in three key realms, or pillars: economic viability, environmental protection, and social equity.



**Toxic Air Contaminant.** An air pollutant that may cause or contribute to an increase in serious illness, or that may pose a present or potential hazard to human health, according to California Health and Safety Code Section 39655.

**Traffic Calming.** Measures designed to reduce motor vehicle speeds and to encourage pedestrian and bicycle use, including narrow streets with fewer lanes, tight turning radii, sidewalk bulbouts, parking bays, textured paving at intersections, and parkways between sidewalks and streets.

**Transit-Oriented Development.** The clustering of homes and jobs at higher densities within a half mile of a rail station or bus service with 15 minute headways or less.

**Triplex.** A free-standing house divided into three separate living units or residences, usually having separate entrances, or three single-family detached dwelling units on a single lot.

**Unincorporated Area.** Land that is outside of an incorporated city and falls under a County's jurisdiction. Development proposals in unincorporated areas need County review and approval.

**Use.** The purpose for which a lot or structure is or may be leased, occupied, maintained, arranged, designed, intended, constructed, erected, moved, altered, and/or enlarged in accordance with the City Zoning Code and the General Plan land use designations.

**Wastewater.** Water that contains other elements, such as sewage, small pathogens, organic matter, and inorganic contaminants. This term is also used to refer to water generated in industrial plants and commercial activity.

**Wetland.** An area that is seasonally or permanently inundated or saturated by surface water or ground-water at a frequency and duration sufficient to support a distinct ecosystem with a prevalence of vegetation typically adapted for life in saturated soil conditions, commonly known as hydrophytic vegetation. Wetlands may be coastal or inland.

**Wildland-Urban Interface.** An area that includes both houses and wildland vegetation, creating a significant threat to human life or property from wildfires.

**Zoning.** Zoning implements the land use policies of the General Plan. The adopted codes of a City by ordinance or other legislative regulation that identifies districts or zones citywide. These zones specify allowable uses for real property, as well as standards for buildings constructed in these areas.







[StriveSanMateo.org](https://www.StriveSanMateo.org)



## UPDATED GENERAL PLAN 2040 GOALS, POLICIES AND ACTIONS

This attachment includes a list of all General Plan 2040 goals, policies and actions that have been updated or revised since the Draft General Plan was published in July 2023.

### CHAPTER 2. LAND USE ELEMENT

Change ID	Policy/ Action Number	Comment	Change/Revision
1	Policy LU 1.2 General Plan 2040 Maximum Development	Revised buildout policy to clarify policy and update the buildout numbers to reflect the revised Land Use Map.	<p><b>Policy LU 1.2 General Plan 2040 Maximum Development.</b> <u>Maintain the City’s ability to rely on the General Plan EIR to approve future discretionary actions. When approved development within City Limits and unincorporated properties within the Sphere of Influence reaches the number of new residential units and net new nonresidential square feet below, require that environmental review conducted for any subsequent development project address growth impacts that would occur from further development:</u></p> <ul style="list-style-type: none"> <li>• 19,764 new dwelling units</li> <li>• 3,186,000 square feet of new nonresidential floor area</li> </ul> <p>When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.<sup>1</sup></p> <p><sup>1</sup> The General Plan Update Draft EIR (August 2023) analyzed a buildout potential of 21,410 new dwelling units and 4,325,000 square feet of new nonresidential floor area. During the public review period for the Draft General Plan 2040 and Draft EIR, changes were incorporated into the final adopted General Plan that reduced the residential and nonresidential development capacity. This policy reflects the reduced amounts, as acknowledged in the General Plan Update Final EIR (January 2024).</p>
2	Action LU 1.10 Review of New Development	Revised action to note when the evaluation of the citywide jobs-housing balance is needed.	<p><b>Action LU 1.10 Review of New Development.</b> Track actual growth of both new housing units and net new nonresidential floor area annually, and review every two to three years. Use this information to monitor nonresidential floor area and housing units in San Mateo and to adjust this General Plan, infrastructure plans, and circulation plans, as necessary, if actual growth is exceeding projections. <u>When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.</u></p>



Change ID	Policy/ Action Number	Comment	Change/Revision
3	Policy LU 2.3 Community Benefits	Revised policy to clarify when community benefits are provided for nonresidential development.	<p><b>Policy LU 2.3 Community Benefits.</b> Develop a framework to allow density/intensity bonuses and concessions in exchange for the provision of community benefits, such as additional affordable housing, increased open space, public plazas or recreational facilities, subsidized retail space for small businesses, subsidized community space for nonprofits that provide community support services or childcare facilities, pedestrian and multimodal safety improvements, and/or off-site infrastructure improvements above minimum requirements.</p> <ul style="list-style-type: none"> <li>The framework shall allow for nonresidential development (office and commercial) within ¼-mile of the Hayward Park and Hillsdale Caltrain stations to have heights up to eight-stories when commensurate community benefits are provided.</li> </ul>
4	Policy LU 3.3 Neighborhood Commercial Preservation  Policy LU 3.4 Convenience Retail	Combined Policy LU 3.3 and LU 3.4 since the two policies overlap, see revised Policy LU 3.3. Added new Policy LU 3.4 to focus on preserving ground floor retail and commercial uses in new developments.	<p><b>Policy LU 3.3 Neighborhood Commercial and Service Uses. Preservation.</b> Encourage the preservation of local-serving commercial retail and service uses in neighborhood shopping districts <u>and adjacent to residential neighborhoods, including as part of new mixed-use development.</u></p> <p><b>Policy LU 3.4 Neighborhood Commercial Preservation Convenience Retail.</b> Support neighborhood serving shopping area vibrancy and maintain commercial concentrations by encouraging new development to retain existing ground floor retail and commercial uses, to continue to meet the needs of the surrounding neighborhoods. <u>Encourage and preserve convenience stores and neighborhood retail uses adjacent to residential neighborhoods, including as part of new mixed-use development.</u></p>
5	Policy LU 3.5 Support Service Uses	Revised policy to reference child care facilities and hardware stores.	<b>Policy LU 3.5 Support Service Uses.</b> Encourage businesses that provide a variety of services, such as restaurants, <u>child care</u> facilities, medical clinics, gyms, pharmacies, <u>hardware stores</u> , and grocery stores in locations that serve residential neighborhoods and commercial/office uses. Prioritize the development of these services in equity priority communities in the city.
6	Policy LU 3.10 Service Commercial	Moved Policy LU 3.10 above Policy 3.7 to better flow with commercial policies and updated text to align with Land Use Designation Table.	<b>Policy LU 3.610 Service Commercial/Light Industrial.</b> Retain service commercial and light industrial uses in San Mateo to support local businesses and to meet the needs of residents locally. Preserve properties that are zoned for service commercial uses and discourage uses that are allowed elsewhere in the city from locating in service commercial and <u>light industrial</u> areas.

Change ID	Policy/ Action Number	Comment	Change/Revision
7	Policy LU 3.8 Visitor Economy	Revised policy to support the expansion of cultural and entertainment resources in San Mateo.	<b>Policy LU 3.8 Visitor Economy.</b> Collaborate with other Peninsula cities and the San Mateo County/ Silicon Valley Convention and Visitors Bureau to support the continued development of the visitor economy of both the city and the region, including lodging, entertainment, <u>cultural</u> , recreation, retail, and local events; encourage uses that attract visitors. Incentivize through fee reduction and visitor perks, sustainable modes of travel to and from the city to reduce both the use of air travel and gas-powered vehicles.
8	Policy LU 3.10 Office Park Evolution	Added outdoor spaces to policy.	<b>Policy LU 3.10 Office Park Evolution.</b> Support the transition of single-use office parks into mixed-use districts that include residential, retail, office, services, and/or parks and open space. Within an office site that is redeveloping as mixed-use, locate offices and commercial space closest to high-volume roadways and locate new residential uses <u>and outdoor spaces</u> as far as possible from high-volume roadways.
9	Policy LU 3.12 Publicly Accessible Spaces	Revised policy to note that public spaces should be safe welcoming and easy to access.	<b>Policy LU 3.12 Publicly Accessible Spaces.</b> Integrate a variety of privately owned and maintained publicly accessible spaces into new development. <u>Spaces should be safe, welcoming, easy to access, and include signage</u> that clearly identifies these spaces as publicly accessible.
10	Policy LU 3.13 Cultural Facilities and Public Art	Revised policy to support the expansion of cultural and entertainment resources in San Mateo.	<b>Policy LU 3.13 Cultural Facilities and Public Art.</b> Recognize cultural facilities, <u>entertainment events, performing arts</u> , and public art as part of a healthy and thriving community. Use funds from the City's art in-lieu fee to enhance existing public art and cultural facilities and encourage new facilities that reflect the character and identity of the surrounding neighborhoods.
11	Policy LU 4.1 Downtown Land Uses	Revised policy to support the expansion of cultural and entertainment resources in San Mateo.	<b>Policy LU 4.1 Downtown Land Uses.</b> Allow and prioritize a wide range of residential, dining, <u>cultural</u> , entertainment, lodging, and other commercial uses downtown, at high intensities and densities, with strong multi-modal connectivity to the San Mateo Caltrain station and other transit.
12	Action LU 4.4 Downtown Area Plan	Revised policy to support the expansion of cultural and entertainment resources in San Mateo..	<b>Action LU 4.4 Downtown Area Plan.</b> Update the Downtown Area Plan to support and strengthen the Downtown as a vibrant and active commercial, cultural, <u>entertainment</u> , and community gathering district. The updated Downtown Area Plan shall align with the General Plan, integrate recommendations from other concurrent City efforts, focus growth and intensity in proximity to the Caltrain station, encourage superblock concepts or approaches and allow parklets, update parking standards and parking management strategies, allow for increased housing units and density, and support high-quality, pedestrian-oriented design and architecture.



Change ID	Policy/ Action Number	Comment	Change/Revision
13	Action LU 6.3 Hillsdale Station Area Plan	Revised action to improve access to the west side of the Hillsdale station.	<b>Action LU 6.3 Hillsdale Station Area Plan.</b> Update the Hillsdale Station Area Plan to foster higher-density residential, office and mixed-use, transit-oriented development that connects to neighborhoods to the east and west, improves bicycle and pedestrian connectivity <u>west</u> of the station, and increases park and open space areas.
14	Action LU 8.4 City Investment	Revised action to also reference other funding sources.	<b>Action LU 8.4 City Investment.</b> Use funds <u>from</u> the park impact fee <u>and other sources</u> to invest in programs and public improvements that connect residents with opportunities to increase their physical activity and improve their physical and mental health, especially in equity priority communities with higher risk of negative public health outcomes. Identify new funding sources for programs and public improvements, if needed.
15	Action LU 8.8 Streetscape and Safety Improvements.	Minor text revision.	<b>Action LU 8.8 Streetscape and Safety Improvements.</b> Work with residents in equity priority communities to identify sidewalk, lighting, landscaping, and roadway improvements needed to improve routes to parks, schools, recreation facilities, and other destinations within the community. Prioritize investments <u>that</u> address health disparities in equity priority communities in the annual Capital Improvement Program.
16	Action LU 8.10 Equity Priority Communities Plan	Minor text revisions.	<b>Action LU 8.10 Equity Priority Communities Plan.</b> Prepare a plan for the equity priority communities that addresses the needs of each community, including health, safety, and improved circulation with community input. The plan shall seek to ensure the streets in each community are measurably safe, include ADA accessibility, and have adequate on-street parking. Changes included in the plan shall be developed and enacted with the <u>expressed</u> purpose of improving health, safety, and welfare <u>of</u> the members of each community.
17	Action LU 8.11 City Services	Revised action to clarify.	<b>Action LU 8.11 City Services.</b> Work with residents in equity priority communities to <u>improve</u> services <u>provided by</u> the City or other partners <u>related to</u> safety, sanitation, and security in these neighborhoods.
18	Action LU 8.12 Neighborhood Beautification	Modified action to reference planting and maintenance of street trees.	<b>Action LU 8.12 Neighborhood Beautification.</b> Support and promote neighborhood clean-up and beautification initiatives in equity priority communities, including <u>street tree planting and maintenance, through partnerships with</u> neighborhood organizations.

Change ID	Policy/ Action Number	Comment	Change/Revision
19	Policy LU 10.1 Effects of Climate Change	Revised to include reference to zoning code and add account for.	<b>Policy LU 10.1 Effects of Climate Change.</b> <u>Account for</u> the effects of climate change in updating or amending the General Plan or <u>Zoning Code</u> , disaster planning efforts, City projects, infrastructure planning, future policies, and long-term strategies, as feasible. Recognize potential climate change consequences, such as sea level rise, flooding, higher groundwater, less availability of drinking water, hotter temperatures, increased wildfire risk, and changing air quality. Prioritize protecting equity priority communities from the disproportionate burden of climate hazards, including against risks of displacement and challenges in rebuilding after major incidents
20	Action LU 12.3 Fiscal Neutrality	Minor text revisions to clarify action.	<b>Action LU 12.3 Fiscal Neutrality.</b> Study the feasibility and potential impacts of adopting a Fiscal Neutrality Policy that would require new development to offset any difference between future tax revenue and the cost of City services to that development. The policy should also consider the City's goals to provide <u>for</u> a diverse range of housing <u>that is</u> affordable to all members of the community.
21	Action LU 15.3 Annual General Plan Progress Report	Added population projections in annual report.	<b>Action LU 15.3 Annual General Plan Progress Report.</b> Submit an Annual Progress Report on the status of the General Plan implementation to the City Council and to the Office of Planning and Research by April 1 of each year, per Government Code Section 65400. <u>The Annual Progress Report should also include population projection information.</u>

### CHAPTER 3. CIRCULATION ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	Policy C 1.1 Sustainable Transportation	Revised to be more explicit about reducing vehicle miles traveled.	<b>Policy C 1.1 Sustainable Transportation.</b> Reduce <u>vehicle miles traveled (VMT)</u> and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.
2	Policy C 1.5 El Camino Real	Revised to address pedestrian improvements are needed along El Camino Real to minimize noise and improve safety.	<b>Policy C 1.5 El Camino Real.</b> Facilitate efficient travel and pedestrian safety along El Camino Real <u>by supporting improvements that enhance pedestrian connectivity, such as improved pedestrian crossings.</u>
3	Action C 1.11 Complete Streets Plan	Revised to reference the travel modes included in Goal C-1 (i.e. walking, bicycling, and transit)	<b>Action C 1.11 Complete Streets Plan.</b> Complete and implement the Complete Streets Plan to improve the City's circulation network, <u>including pedestrian, bicycling, and transit infrastructure,</u> to accommodate the needs of street users of all ages and abilities.
4	Action C 1.13 El Camino Real Improvements	Text clarification	<b>Action C 1.13 El Camino Real Improvements.</b> Collaborate with Caltrans, SamTrans, and other partners to support accommodating higher-capacity and <u>higher</u> -frequency travel along El Camino Real, Bus Rapid Transit, and other modes of alternative transportation.

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
5	Action C 1.14 Safe Routes for Seniors	Added more focus on senior issues and support for implementation of the Age Friendly Action Plan.	<b>Action C 1.14 Safe Routes for Seniors.</b> Develop a “safe routes for seniors” program to promote active transportation connections for seniors in collaboration with seniors’ organizations <u>and based on the likely walking routes for older adults identified in the Age Friendly Action Plan.</u> Prioritize improvements for seniors in equity priority communities.
6	Action C 1.15 Transit-Oriented Development Pedestrian Access Plan	Revised to improve access to and from the stations.	<b>Action C 1.15 Transit-Oriented Development Pedestrian Access Plan.</b> Coordinate with interagency partners and community stakeholders to seek funding opportunities to design, construct, and build the priority projects identified in the Transit-Oriented Development Pedestrian Access Plan <u>to improve access to and from the Caltrain Stations.</u>
7	Action C 1.18 Safety Education	Revised to clarify the action.	<b>Action C 1.18 Safety Education.</b> <del>Pursue</del> <u>Provide</u> safety education to increase awareness <u>of roadway safety practices</u> for all street users.
8	Action C 1.21 Performance and Monitoring.	Revised to commit to making this a measurable target.	<b>Action C 1.21 Performance and Monitoring.</b> <u>Regularly monitor</u> the City’s mode split progress on reducing VMT and reducing GHG emissions from VMT, as data is available.
9	Action C 2.7 New Development Shuttle Services	Revised to also encourage programs to seek funding from the SMCTA shuttle program	<b>Action C 2.7 New Development Shuttle Services.</b> Encourage new developments to provide shuttle services and shuttle <u>partnerships</u> as an option to fulfill TDM requirements. Shuttles should serve activity centers, such as the College of San Mateo, Caltrain stations, Downtown, the Hillsdale Shopping Center, or other areas and should accommodate the needs and schedules of all riders, including service workers.
10	Action C 2.8 Unbundled Parking	Revised action to reflect its relationship to supporting the City’s TDM objectives.	<b>Action C 2.8 Unbundled Parking.</b> <u>In conjunction with other TDM strategies that aim to reduce vehicle trips,</u> encourage residential developments to unbundle the costs of providing dedicated parking spaces. Encourage additional parking capacity created by unbundling to be reallocated as shared or public parking spaces
11	Action C 3.7 Pedestrian Connectivity	Revised to help address that pedestrian improvements are needed along El Camino Real to minimize noise and improve safety.	<b>Action C 3.7 Pedestrian Connectivity.</b> Incorporate design for pedestrian connectivity across intersections in transportation projects, <u>including the El Camino Real corridor,</u> to improve visibility at crosswalks for pedestrians and provide safe interaction with other modes. Design improvements should focus on increasing sight lines and removing conflicts at crosswalks.
12	Policy C 4.4 Bicycle-Related Technology  Policy C 4.5 Bicycle and Shared Mobility-Related Technology	Combined policies to eliminate redundancies.	<del><b>Policy C 4.4 Bicycle-Related Technology.</b> Explore ways to use technology to improve bicycle safety and connectivity.</del>  <b>Policy C 4.5 Bicycle and Shared Mobility-Related Technology.</b> Explore ways to use technology to improve bicycle and shared mobility safety and connectivity.
13	Policy C 4.5 Bicycle Improvements	Revised to include bicycle parking.	<b>Policy C 4.5 Bicycle Improvements.</b> Require new developments to construct or contribute to improvements that enhance the cyclist experience, including bicycle lanes <u>and bicycle parking.</u>
14	New Policy	Add new policy on bicycle lane maintenance.	<b>(New) Policy C 4.8 Bicycle Lane Maintenance.</b> <u>Maintain existing and future bicycle lanes to keep them in a usable and safe condition for cyclists.</u>

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
15	Policy C 5.1 Transit Ridership	Modified this policy to also support increased transit frequency.	<b>Policy C 5.1 Transit Ridership and Frequency.</b> Support SamTrans and Caltrain in their efforts to increase transit ridership <u>and frequency of transit services.</u>
16	Policy C 5.2 Caltrain	Modified C 5.2 to include both Caltrain and SamTrans and added a new policy to support paratransit systems.	<b>Policy C 5.2 Caltrain and SamTrans.</b> Support Caltrain and SamTrans as a critical transit service <u>providers</u> in the city and Peninsula.  <b>(New) Policy C 5.9 Paratransit.</b> Support San Mateo County's efforts to <u>provide paratransit services in the city.</u>
17	Policy C 5.6 Transit Safety	Revised to help address that pedestrian improvements are needed along El Camino Real to minimize noise and improve safety.	<b>Policy C 5.6 Transit Safety.</b> Prioritize improvements <u>that enhance pedestrian connectivity to transit and</u> increase safety, access, and comfort at transit centers and bus stops in equity priority communities, along commercial corridors, and in dense, mixed-use neighborhoods.
18	Action C 5.11 Transit Experience Improvements	Added SamTrans standards to action.	<b>Action C 5.11 Transit Experience Improvements.</b> Prioritize installing new transit shelters and benches or other seating and an energy-efficient street lighting program at transit stops <u>using SamTrans standards</u> in equity priority communities and areas that improve transit access, safety, and experience.
19	New Action	Added new action focused on safe routes to transit.	<b>(New) Action 5.13 Safe Routes to Transit.</b> Prioritize <u>bicycle and pedestrian improvement projects that provide safe and equitable access to transit stops.</u>
20	Policy C 6.7 Capital Improvement Program	Clarified that Policy C 6.7 Capital Improvement Program does not apply to adding new traffic lanes.	<b>Policy C 6.7 Capital Improvement Program.</b> Prioritize improvements that increase person throughput, <u>such as increased pedestrian, bicycle, and transit access, that work toward achieving the City's goal of reducing VMT.</u>
21	New Action	Added new action focused on traffic calming.	<b>(New) Action C 6.9 Traffic Calming Policy.</b> <u>Evaluate whether updates are needed to the City's Neighborhood Traffic Management Program to determine if the program should be expanded to include major and minor collectors and arterials.</u>
22	New Action	Added new action about roadway classifications.	<b>(New) Action C 6.13 Street Classification Update.</b> Request that Caltrans and the Federal Highway Administration <u>update their functional roadway classifications based on the roadway network framework defined by the Complete Streets Plan.</u>
23	New Action	Added new action about off-street parking incentives.	<b>(New) Action C 7.14 Off-Street Parking Incentives.</b> <u>Explore a new policy or code amendment that would provide incentives to projects in exchange for providing additional off-street parking in neighborhoods that have on-street parking capacity issues, such as areas in the North Central Neighborhood.</u>

## CHAPTER 5. COMMUNITY DESIGN AND HISTORIC RESOURCES ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	Policy CD 1.3 Scenic Corridors	Added "to the extent feasible" to policy.	<b>Policy CD 1.3 Scenic Corridors.</b> Require new development adjacent to designated scenic corridors within San Mateo County's General Plan to protect and enhance the visual character of these corridors <u>to the extent feasible.</u>

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
2	Policy CD 3.7 Street Tree Equity	If the City is going to plant trees or give them to citizens to plant, make sure there is a requirement to take care of the tree.	<b>Policy CD 3.7 Street Tree Equity.</b> Plant new street trees to increase the tree canopy throughout the city, especially in gateway areas and in tree-deficient neighborhoods; encourage neighborhood participation in tree planting programs; and <u>incorporate programs for long-term care and maintenance of the new street trees.</u>
3	Action CD 3.11 Tree Support for Low-Income Homeowners	Revised Action CD 3.11 to add City support for the establishment and maintenance of trees in addition to planting.	<b>Action CD 3.11 Tree Support for Low-Income Homeowners.</b> Explore funding sources and other forms of City support for low-income homeowners to plant, <u>maintain</u> , and/or replace trees on their property.
4	New Action	Added an action to support the establishment of newly planted City-owned trees.	<b>(New) Action CD 3.12 Tree Establishment.</b> Develop a program and identify funding to support the early establishment and <u>ongoing maintenance of City-owned street trees.</u>
5	New Policy	Added new policy to clearly support the City's comprehensive approach to historic preservation.	Add new first policy under Goal CD-5 and renumber subsequent policies and actions: <b>(NEW) Policy CD 5.1 Comprehensive Approach to Historic Preservation.</b> Implement a comprehensive approach to historic preservation based on community input and best practices from State and federal agencies, to find an appropriate balance between preservation with other important priorities, such as <u>affordable housing production and supporting local businesses.</u>
6	Policy CD 5.1 Historic Preservation  Policy CD 5.2 Historic Resources Preservation	Combined 2040 Draft General Plan Policies CD 5.1 and 5.2 to reduce redundancy.	<b>Policy CD 5.2 Historic Preservation.</b> Actively identify and preserve historic resources and concentrations of historic resources which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, as feasible, when they meet national, State, or local criteria. Historic resources include individual properties, districts, and sites that maintain San Mateo's sense of place and special identity, and enrich our understanding of the city's history and continuity with the past.
7	Action CD 5.12 Historic Resources Design Standards	Added contributors to the action.	<b>Action CD 5.12 Historic Resources Design Standards.</b> Create objective design standards for alterations to historic resources <u>and contributors to a designated historic district</u> , and new development adjacent to historic resources within historic districts. Use the Secretary of the Interior's Standards as the basis for these objective design standards to ensure projects have a contextual relationship with land uses and patterns; spatial organization; visual relationships; cultural and historic values; and the height, massing, design, and materials of historic resources.
8	Action CD 7.7 Objective Design Standards	Revised action since the objective design standards have been adopted.	<b>Action CD 7.7 Objective Design Standards.</b> <u>Implement the City's objective design standards to ensure that new multifamily and mixed-use projects with a residential component meet required standards and streamline the development review process.</u>
9	Policy CD 8.3 Respect Existing Scale and Rhythm	Council revision to keep scale and rhythm but add context sensitive design.	<b>Policy CD 8.3 Respect Existing Scale and Rhythm.</b> <del>Context Sensitive Design.</del> New mixed-use and commercial development <u>should have context sensitive design that incorporates architectural styles and elements that relate to the scale and design of surrounding buildings, including by providing breaks in the building face at spacings common to buildings in the area and by stepping back upper floors.</u>

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
10	Action CD 8.6 Objective Design Standards	Added context sensitive design.	<b>Action CD 8.6 Objective Design Standards.</b> Develop and adopt objective design standards for new mixed-use and commercial development to provide a clear understanding of the City's expectation for new project design, including <u>context appropriate architectural styles and pedestrian-friendly design.</u>

## CHAPTER 6. CONSERVATION, OPEN SPACE AND RECREATION ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	Policy COS 1.4 Avoidance of Nesting Birds	Not "should be avoided" it "must be avoided" Make it a requirement.	<b>Policy COS 1.4 Avoidance of Nesting Birds.</b> <u>Disturbance of active native bird nests shall</u> be avoided <u>when required by</u> State and federal regulations. For new development sites where nesting native birds may be present, vegetation clearing and construction <u>must</u> be initiated outside the bird nesting season (March 1 through August 31) or preconstruction surveys be conducted by a qualified biologist in advance of any disturbance. If active nests are encountered, appropriate buffer zones <u>shall</u> be established based on recommendations by the qualified biologist and remain in place until any young birds have successfully left the nest.
2	Policy COS 1.5 Surveys for Sensitive Natural Communities	"Must be conducted" not "should be conducted."	<b>Policy COS 1.5 Surveys for Sensitive Natural Communities.</b> Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of sensitive natural communities prior to development approval. Such surveys <u>shall</u> be conducted by a qualified biologist and occur prior to development-related vegetation removal or other habitat modifications.
3	Policy COS 1.6 Surveys for Regulated Waters	"Must be conducted" not "should be conducted." If you are going to protect our natural resources, quit using all the weasel words that people can get around...unless that is the intent?	<b>Policy COS 1.6 Surveys for Regulated Waters.</b> Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of regulated waters prior to development approval. Such surveys <u>shall</u> be conducted by a qualified wetland specialist and occur prior to development-related vegetation removal or other habitat modifications.
4	Policy COS 3.2 Aesthetic and Habitat Values – Private Creeks.	Removed figure reference to broaden the policy.	<b>Policy COS 3.2 Aesthetic and Habitat Values – Private Creeks.</b> Encourage preservation and enhance the aesthetic and habitat values of privately owned sections of all other creeks and channels, <del>shown in Figure COS-3.</del>
5	Policy COS 4.3 BAAQMD Planning for Healthy Places.	Revised sentence structure.	<b>Policy COS 4.3 BAAQMD Planning for Healthy Places.</b> Require new development to adhere to BAAQMD's Planning for Healthy Places guidance <u>when warranted by</u> local conditions.



Change ID	Policy/ Action Number	Comment	Recommended Change(s)
6	Policy COS 4.9 Air Pollution Exposure.	Clarified air quality in both indoor and outdoor spaces.	<b>Policy COS 4.9 Air Pollution Exposure.</b> For new development that is located within 1,000 feet from US Highway 101 and State Route 92, require installation of enhanced ventilation systems and other strategies to protect people from respiratory, heart, and other health effects associated with breathing polluted air in both indoor and outdoor spaces.
7	New Action Under Goal COS-4	Mitigate outdoor air quality in polluted areas.	<b>(NEW) Action COS 4.11 Outdoor Air Quality Mitigation.</b> Explore the feasibility of funding and installing pollutant screening solutions, such as walls and dense vegetation, to address outdoor air quality in residential areas located within 1,000 feet from US Highway 101 and State Route 92.
8	Policy COS 5.2 Creating Community	Added language to support the expansion of cultural and entertainment resources in San Mateo.	<b>Policy COS 5.2 Creating Community.</b> Cultivate opportunities to come together as a community, celebrate our heritage, cultures, and milestones through cultural and entertainment events and have social supports available, which are key to creating a sense of community and building community resilience.
9	Policy COS 5.3 Creative Outlets	Added language to support the expansion of cultural and entertainment resources in San Mateo.	<b>Policy COS 5.3 Creative Outlets.</b> Provide skill development, cultural, and performance opportunities within each of the major art forms with an emphasis on promoting lifelong enjoyment to nurture creative discovery.
10	Policy COS 5.6 Child and Youth Development	Added health and safety.	<b>Policy COS 5.6 Child and Youth Development.</b> Provide preschool through teenage youth with a variety of experiences that nurture individuality, spark imagination, promote health, increase safety, encourage active recreation, and build the skills needed to ensure success in the next stage of development.
11	Delete Action	Original comment: "What does this even mean?" Staff reviewed, including P&R Director, and determined that intent of action is unclear and that it was not needed in order to implement the policies under Goal COS-5.	<del><b>Action COS 5.12 Coordination with Education Providers.</b> Coordinate with education providers, including local school districts, the College of San Mateo, and the San Mateo Public Library, to identify appropriate service targets and provide activities within those identified targets.</del>
12	New Action under Goal COS-6	Added new action to address park access east of El Camino Real and east of US 101.	<b>(NEW) Action COS 6.5 Comprehensive Access Analysis.</b> Conduct a comprehensive park accessibility gap analysis to address equitable park access, with an emphasis on neighborhoods east of El Camino Real and east of US Highway 101.

## CHAPTER 7. PUBLIC SERVICES AND FACILITIES ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	Policy PSF 1.8 Police and Fire Cover Assessments	Added new policy.	<b>(New) Policy PSF 1.8 Police and Fire Cover Assessments.</b> Complete standard of cover assessments or staffing studies periodically for Police and Fire Services to ensure that appropriate response times, staffing and levels of service are available to meet community needs as the City's population grows.

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
2	Deleted duplicative action.	Deleted duplicative action.	<b>Action PSF 2.9 Recycled Water.</b> Continue working with California Water Service, the San Francisco Public Utilities Commission, the Bay Area Water Supply & Conservation Agency, the City of Redwood City, and Silicon Valley Clean Water to develop an advanced water purification facility that treats wastewater from the San Mateo wastewater treatment plant to tertiary treatment standards.  <del><b>Action PSF 2-11 Water Purification Facility.</b> Continue working with California Water Service, the San Francisco Public Utilities Commission, the Bay Area Water Supply &amp; Conservation Agency, the City of Redwood City, and Silicon Valley Clean Water to develop an advanced water purification facility that treats wastewater from the San Mateo wastewater treatment plant to tertiary treatment standards.</del>
3	Policy PSF 3.7 Water Quality Standards	Revised policy.	<b>Policy PSF 3.7 Water Quality Standards.</b> Manage City creeks, channels, and the Marina Lagoon to meet applicable State and federal water quality standards. <u>Manage City creeks and channels for both flood protection and aquatic resources.</u> Protect and restore creeks to a level acceptable for healthy marine and bird habitat.
4	Policy PSF 3.9 Low-Impact Development	Revised policy.	<b>Policy PSF 3.9 <u>Green Infrastructure</u> Low-Impact Development.</b> Minimize stormwater runoff and pollution by <u>requiring new green infrastructure to treat and improve stormwater quality as part of public and private projects.</u> <del>encouraging low-impact design (LID) features, such as pervious parking surfaces, bioswales, and filter strips in new development.</del>
5	New Policy	Added new policy.	<b>(New) Policy PSF 3.13 Marina Lagoon.</b> Continue to maintain the Marina Lagoon as <u>flood control infrastructure that accounts for climate change risks and major flood events.</u>
6	New Policy	Added new policy	<b>(New) Policy PSF 3.14 City Utility Programs Funding.</b> Maintain adequate, <u>sustained, and dedicated revenue sources for City utility programs to support the sanitary sewer system, stormwater system, and refuse collection.</u>
7	Action PSF 3.16 Stormwater Treatment	Revisions to action.	<b>Action PSF 3.16 Stormwater Treatment.</b> Continue to participate in the San Mateo Countywide Stormwater Pollution Prevention Program, “Flows to Bay”, to ensure compliance with the <u>Municipal Regional Stormwater Permit</u> <del>National Pollutant Discharge Elimination System (NPDES) permit</del> to prevent water pollution from point and non-point sources.
8	Action PSF 3.18 Stormwater Requirements for Development	Revisions to action.	<b>Action PSF 3.18 Stormwater Requirements for Development.</b> In accordance with State regulatory mandates, require applicable new and redevelopment projects to incorporate site design, source control, treatment, and hydromodification management measures to minimize stormwater runoff volumes and associated pollutants. <del>Stormwater management via green infrastructure systems shall be prioritized.</del>
9	Action PSF 3.19 Green Infrastructure	Revisions to action.	<b>Action PSF 3.19 Green Infrastructure Plan.</b> Implement the City’s Green Infrastructure Plan <u>through complete streets implementations or private development projects</u> to gradually shift from a traditional stormwater conveyance system (“gray”) to a more natural system that incorporates plants and soils to mimic watershed processes, capture and clean stormwater, reduce runoff, increase infiltration, and create healthier environments (“green”).
10	Delete Action	Removed as the Municipal Regional Stormwater Permit 3.0 now requires this for all projects.	<del><b>Action PSF 3.18 Incentives for Low-Impact Development.</b> Develop and implement incentives to encourage applicants to include low-impact design features in new development.</del>
11	New Action	Added new action.	<b>(New) Action PSF 3.20 Stormwater Management Funding.</b> Establish a dedicated <u>funding source for stormwater management.</u>

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
12	Policy PSF 4.6 Renewable Energy Neighborhood Microgrids.	Revised policy to prioritize locating microgrids in equity priority communities.	<b>Policy PSF 4.6 Renewable Energy Neighborhood Microgrids.</b> Encourage the establishment of renewable energy neighborhood microgrids to support resilience, <u>especially within equity priority communities.</u>
13	Policy PSF 5.7 Incentives for Public Facilities	Clarified policy.	<b>Policy PSF 5.7 Incentives for Public Facilities.</b> Provide incentives to developers <u>for projects that include needed</u> space for public facilities in new development
14	New Policy	Added a policy on the Senior Center facility and programming.	<b>(New) Policy PSF 5.9 San Mateo Senior Center.</b> Maintain and, as feasible, improve <u>the Senior Center as an important facility that serves as an age friendly community space and provides programming, activities, and services for older adults.</u>
15	New Policy	Added new policy on property acquisition.	<b>(New) Policy PSF 5.12 City Property Acquisition.</b> Seek opportunities to purchase or <u>acquire property to meet current or future needs for the expansion of specific City services and facilities or if there is a demonstrated public need.</u>
16	Policy PSF 5.14 Public Facilities Funding	Added new policy to add concept of forward looking maintenance and investment in City facilities.	<b>(New) Policy PSF 5.14 Public Facilities Funding.</b> Maintain adequate, sustained, and <u>dedicated revenue sources to support maintenance and investment of the City's public facilities.</u>
17	New Action	Added new action to track capital improvement projects to promote community awareness.	<b>(New) Action PSF 5.15 Progress Tracking.</b> Develop and maintain communication <u>tools, such as a dashboard or heat map, to communicate information and updates related to capital improvements and other facility and infrastructure projects to promote community awareness.</u>
18	New Action	Added action to explore the feasibility of installing more restrooms at City parks and public facilities.	<b>(New) Action PSF 5.16 Restroom Facilities.</b> Explore the <u>feasibility of installing additional restrooms at City parks and public facilities.</u>
19	New Policy	Added new policy to include additional policy direction for child care.	<b>(New) Policy PSF 6.6 Recreation Centers.</b> Consider offering full-day, licensed child care at City recreation centers to meet working families' needs or <u>offering space for other operators to do so.</u>
20	New Policy	Added new policy to include additional policy direction for child care.	<b>(New) Policy PSF 6.7 Child Care Homes Resources.</b> As feasible, support existing and <u>new licensed family child care homes with available housing-related and small business resources.</u>
21	Action PSF 6.9 Child Care and New Construction	Updated language.	<b>Action PSF 6.9 Child Care and New Construction.</b> Encourage new residential and nonresidential development to include space for child care by taking the following actions: a. Provide incentives for inclusion of space for a child care center, <u>or housing units for licensed family child care providers,</u> in a new development. b. Promote child care to developers as an amenity favored by the City. c. Continue to implement the developer impact fee for funding child care facilities. d. <u>Encourage housing developers to include units that meet size and functionality requirements to support the operation of licensed family child care home providers.</u>
22	New Goal	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) GOAL PSF-7</b> Deliver public services and facilities that serve the needs of seniors, are age friendly, and allow San Mateo residents to age in place.

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
23	New Policy	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Policy PSF 7.1 Universal Design.</b> <u>Encourage Universal Design, a design concept that encourages accessibility for people of all ages, in new residential construction and major remodels.</u>
24	New Policy	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Policy PSF 7.2 Healthy Aging.</b> <u>Support institutions and initiatives that promote healthy aging, both at home and in care centers.</u>
25	New Policy	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Policy PSF 7.3 Outreach to Seniors.</b> <u>Provide regular and timely communication to seniors and aging adults about the services, programs, and other opportunities available to these groups of people. Use age-appropriate outreach channels to disseminate information.</u>
26	New Action	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Action PSF 7.4 Age-Friendly City.</b> <u>Support the City's commitment to becoming an Age-Friendly City by continuing to implement the Age Friendly Action Plan</u>
27	New Action	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Action PSF 7.5 Comprehensive Senior Services.</b> <u>Study the effectiveness of existing senior services and explore ways to increase and strengthen these services in coordination with senior service providers. Comprehensive services include addressing senior nutrition, mental health, and transportation.</u>
28	New Action	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Action PSF 7.6 Senior Volunteers.</b> <u>Continue the volunteer program by recruiting/encouraging participation of seniors with certain skills and experience.</u>
29	New Action	Added a section, including a goal, policies and actions, that focuses on and supports seniors and aging.	<b>(New) Action PSF 7.7 Caregiver Support.</b> <u>Collaborate with private, nonprofit, faith-based and public community service organizations, including the County of San Mateo, to offer support for caregivers of seniors and people with disabilities.</u>

## CHAPTER 8. SAFETY ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	New Policy	Added a policy to coordinate with neighboring jurisdictions to identify evacuation routes and locations.	<b>(New) Policy S 1.16 Evacuation Planning.</b> <u>Cooperate with neighboring jurisdictions and public protection agencies to delineate evacuation routes and locations, identifying their capacity, safety, and viability under different hazard scenarios, as well as emergency vehicle routes for disaster response, and where possible, alternate routes where congestion or road failure could occur. Update as new information and technologies become available.</u>
2	New Action	Added an action to assess future emergency service needs.	<b>(New) Action S 1.28 Future Emergency Needs.</b> <u>Assess future emergency service needs during each update to the Safety Element.</u>

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
3	Goal S-3	Combined flood hazards and sea level rise into one section.	<b>GOAL S-3</b> Protect the community from unreasonable risk to life and property caused by flood hazards <u>and sea level rise</u> .
4	Policy S 4.1 Sea Level Rise Planning	Combined flood hazards and sea level rise into one section.	<b>Policy S 3.2 Sea Level Rise and Flood Planning.</b> Integrate sea level rise and <u>flood</u> planning into all relevant City processes, including General Plan amendments, Specific Plans, zoning ordinance updates, capital projects, and review and approval of new development and substantial retrofits.
5	Policy S 4.2 Sea Level Rise and Groundwater Rise Protection	Combined flood hazards and sea level rise into one section.	<b>Policy S 3.3 4.2 Sea Level Rise, Flooding, and Groundwater Rise Protection.</b> Ensure that new development, substantial retrofits, critical facilities, City-owned buildings, and existing and future flood control infrastructure are planned and designed to accommodate climate change hazards, including increases in flooding, sea level rise, and rising groundwater, based on the best available science.
6	Policy S 4.3 Natural Infrastructure	Combined flood hazards and sea level rise into one section.	<b>Policy S 3.4 4.3 Natural Infrastructure.</b> Consider the use of nature-based solutions and natural infrastructure in sea level rise <u>and flood</u> adaptation strategies.
7	Policy S 4.4 OneShoreline Coordination	Combined flood hazards and sea level rise into one section.	<b>Policy S 3.5 4.4 OneShoreline Coordination.</b> Coordinate with OneShoreline to develop and implement coordinated approaches to sea level rise <u>and flood management</u> with other San Mateo County jurisdictions.
8	New Policy	Combined flood hazards and sea level rise into one section. Added new policy.	<b>(New) Policy S 3.6 Storm Drain and Flood Infrastructure.</b> <u>Manage the City's storm drain infrastructure, levee system, and dams in accordance with state and federal regulations and to protect life and property.</u>
9	Action S 4.5 Climate Change Adaptation Plan	Combined flood hazards and sea level rise into one section.	<b>Action S 3.7 4.5 Climate Change Adaptation Plan.</b> Assess sea level rise <u>and precipitation</u> projections <u>using the best-available climate change science, consistent with OneShoreline recommendations</u> , identify the extent of areas vulnerable to sea level rise <u>and flooding</u> in the city, <u>consider OneShoreline recommendations for levels of protection</u> , and develop a Climate Change Adaptation Plan that sets a comprehensive strategy and includes planning and design standards for climate risk protection. Use this plan to evaluate development applications to ensure projects are protected from sea level rise <u>and flood</u> hazards over the life of the project and to assess public infrastructure needs for adequate protection.
10	Action S 4.6 Sea Level Rise Monitoring	Combined flood hazards and sea level rise into one section.	<b>Action S 3.8 4.6 Sea Level Rise and Flood Hazard Monitoring.</b> Review and use the best-available sea level rise science and projections and regularly identify natural resources, development, infrastructure, and communities that are vulnerable to sea level rise <u>and flood hazard</u> impacts, including impacts from rising groundwater. Use this information to continue to develop or adjust planning and adaptation strategies.

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
11	Action S 3.4 Community Rating System	Revised action.	<b>Action S <del>3.9</del> 3.4 Community Rating System.</b> <u>Explore establishment of a City Undertake efforts that increase the City's rating under FEMA's Community Rating System, such as expanding and improving Geographic Information System (GIS) mapping capacity, developing a flood early warning system, and creating a Flood Emergency Action Plan.</u>
12	Action S 3.5 Early Flood Warning	Revised action.	<b>Action S <del>3.10</del> 3.5 Early Flood Warning.</b> <u>Collaborate with OneShoreline to pAs feasible, provide early flood warning for flood-prone areas of the city through collaboration with regional partners such as OneShoreline's stream monitoring station and notification system.</u>
13	Action S 4.7 Rising Groundwater Coordination	Combined flood hazards and sea level rise into one section.	<b>Action S <del>3.11</del> 4.7 Rising Groundwater Coordination.</b> <u>Coordinate with OneShoreline, local jurisdictions, and regional and State agencies to study and enforce requirements related to rising groundwater levels caused by sea level rise.</u>
14	Action S 4.8 Natural Infrastructure	Combined flood hazards and sea level rise into one section.	<b>Action S <del>3.12</del> 4.8 Natural Infrastructure.</b> <u>Use or restore natural features and ecosystem processes where feasible and appropriate as a preferred approach to the placement of hard shoreline or creek protection when implementing sea level rise and flood adaptation strategies.</u>
15	Action S 4.9 Sea Level Overlay Zone	Combined flood hazards and sea level rise into one section. Council revision to strengthen wording.	<b>Action S <del>3.13</del> 4.9 Sea Level and/or Flood Overlay Zone.</b> <u>Evaluate establishment of a sea level rise and/ or flood overlay zone as a primary mechanism for establishing adaptation policies, rules, or construction codes within such zones, recognizing the particular land use and zoning characteristics of this area as a part of the Climate Adaptation Plan, and in collaboration with OneShoreline.</u>
16	Action S 4.10 Sea Level Rise Funding	Combined flood hazards and sea level rise into one section.	<b>Action S <del>3.14</del> 4.10 Sea Level Rise Funding.</b> <u>Study options for establishing dedicated funding General Fund dollars to support efforts to address sea level rise, including considering support for sufficiently supporting OneShoreline.</u>
17	Action S 4.11 New Development	Combined flood hazards and sea level rise into one section.	<b>Action S <del>3.15</del> 4.11 New Development.</b> <u>Explore creation of a new fee for new development along the bay shoreline to fund sea level rise and flood protection measures and adaptation strategies.</u>

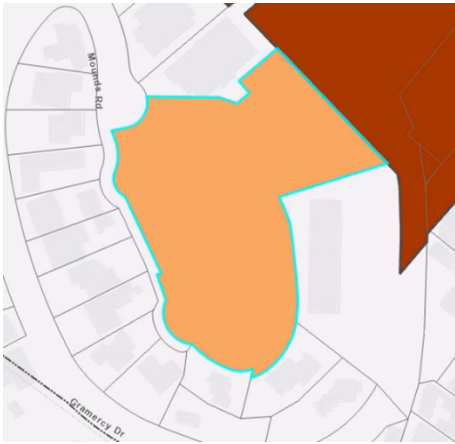


Change ID	Policy/ Action Number	Comment	Recommended Change(s)
18	Policy S 4.1 Very High Fire Hazard Severity Zones	Added language to “meet or exceed” State and local regulations.	<b>Policy S 4.1 Very High Fire Hazard Severity Zones.</b> Avoid new residential development in Very High Fire Hazard Severity Zones, as shown on Figure S-14, or the most current data available from CAL FIRE. Redevelopment or reconstruction of existing structures is allowed. Coordinate with San Mateo Consolidated Fire Department (SMC Fire) to ensure new construction of buildings or infrastructure within a Fire Hazard Severity Zone or Wildland-Urban Interface (WUI), as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, <u>meet or exceed</u> <del>are in full compliance with</del> applicable State and local regulations and meet the Very High Fire Hazard Severity Zone Fire Safe Regulations for road ingress and egress, fire equipment access, and adequate water supply.
19	Policy S 4.2 Reconstruction of Development	Revised to avoid making the Safety Element out of date.	<b>Policy S 4.2 Reconstruction of Development.</b> Require reconstruction projects or significant retrofits in a Fire Hazard Severity Zone and the Wildland-Urban Interface, as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, to be consistent with the California Building Standards Code, California Fire Code, and <del>Very High Fire Hazard Severity Zone</del> Fire Safe Regulations.
20	Policy S 4.6 Firefighting Infrastructure	Added language for residential and building signage to improve firefighting infrastructure.	<b>Policy S 4.6 Firefighting Infrastructure.</b> Coordinate with SMC Fire to ensure adequate firefighting infrastructure, including road and building clearance for firefighting vehicles, <u>residential and building signage</u> , and clear and legible street signage throughout the community.
21	Policy S 4.9 Land Use Management for Fire Risks	Added language to work with FIRE SAFE San Mateo County to maintain fire breaks.	<b>Policy S 4.9 Land Use Management for Fire Risks.</b> Maintain all City-owned public lands and work with private landowners and <u>FIRE SAFE San Mateo County</u> to reduce fuel loads, establish appropriately placed fire breaks/defensible space, require long-term maintenance of fire hazard reduction projects, and educate all property owners in the city on proper landscape maintenance and fireescaping standards to reduce the risk of fire hazards.

## CHAPTER 9. NOISE ELEMENT

Change ID	Policy/ Action Number	Comment	Recommended Change(s)
1	Policy N 1.3 Exterior Noise Level Standard for Residential Uses  Policy N 1.4 Exterior Noise Level Standard for Parks and Playgrounds.	Policies N1.3 and N1.4 seem to contradict. N1.3 says public parks shouldn't exceed 65 dBA LDN, and N1.4 says public parks require a feasibility study above 70 dBA LDN. Table N-1 confers with N1.4. Revised Policy N 1.3.	<b>Policy N 1.3 Exterior Noise Level Standard for Residential Uses.</b> Require an acoustical analysis for new multifamily common open space for residents that have an exterior noise level of 60 dBA (Ldn) or above, as shown on Figure N-2. Incorporate necessary mitigation measures into residential project design to minimize common open space noise levels. Maximum exterior noise should not exceed 65 dBA (Ldn) for residential uses <del>and should not exceed 65 dBA (Ldn) for public park uses.</del>  Adjust Table N-1 to reflect ambient noise levels over 70 dBA for proposed parks being "Conditionally Acceptable", instead of "Normally Unacceptable."
2	Action N 2.8	Fixed sentence error.	<b>Action N 2.8 Conditions of Approval for Noise Monitoring.</b> Establish conditions of approval for larger development projects to ensure that requirements for construction noise and vibration <del>monitoring</del> <u>include</u> a requirement for a monitoring plan that provides information on the monitoring locations, durations and regularity, the instrumentation to be used, and appropriate noise and vibration control measures to ensure compliance with the noise ordinance and any applicable vibration limits

## ATTACHMENT 5 – FINAL 2040 LAND USE MAP – RECOMMENDED REVISIONS

Change ID	Location/Address	Current Land Use	Recommended Land Use	Notes
1	Address Range: 20-40 W. 3 <sup>rd</sup> Ave. (building has multiple units)	Residential Medium II (4 to 6 stories, 51 to 99 du/ac)	Residential High (5 to 8 stories, 100 to 130 du/ac)	Update to Residential High to align with the existing 12-story building on this site.
				
2	50 Mounds Rd.	Residential Low II (2 to 4 stories, 20 to 35 du/ac)	Residential Medium I (3 to 5 stories, 36 to 50 du/ac)	Residential Low II allows heights up to 4 stories. Update to Residential Medium I to align with the existing 5-story condo building on the site.
				
3	1650-1730 South Amphlett Boulevard	Mixed-Use High (5 to 8 stories, 100 to 130 du/ac)	Mixed-Use Medium I (3 to 5 stories, 15 to 50 du/ac)	Property owner request for Mixed Use Medium I; property owner stated that Mixed-Use High is not feasible under current market conditions and would delay the production of housing on this site.
				

Change ID	Location/Address	Current Land Use	Recommended Land Use	Notes
4	155 and 181 Bovet Road	Office Medium (2 to 4 stories)	Office High (3 to 5 stories)	Office Medium allows up to 4 stories. Update to Office High to better align with the existing six and seven story office buildings on these sites. 
5	55 W 5 <sup>th</sup> Ave.	Residential Medium I (3 to 5 stories, 36 to 50 du/ac)	Residential Medium II (4 to 6 stories, 51 to 99 du/ac)	This parcel has an existing building over 10 stories with 85 units. Residential Medium II would better align with the height and density of the existing building. 
6	831 Monte Diablo Ave.	Residential Very Low	Quasi-Public	This parcel has been owned by St. James AME Zion Church, a religious institution since 1971 and is used in conjunction with the church on the adjacent parcel, so a Quasi-Public is a more appropriate designation based on the existing use. 

## ***MEMORANDUM***

To: City of San Mateo

From: Economic & Planning Systems, Inc.

Subject: San Mateo General Plan Update: Fiscal Impact Analysis of General Plan Update; EPS #181001

Date: Revised February 20, 2024 (original version January 22, 2024)

*The Economics of Land Use*



The City of San Mateo retained Economic & Planning Systems (EPS) as part of a team led by PlaceWorks to assess the fiscal impacts of the land use plan indicated in the Land Use Element of the 2040 Strive San Mateo General Plan Update. The analysis updates a prior analysis and is based on a review of the current Fiscal Year 2023-24 adopted budget, as well as correspondence with City staff.

In the context of the City's General Plan update, the primary goal of the fiscal impact analysis is to quantify the impact of the land use plan on the City's long-term fiscal health to help formulate policies, growth patterns, and public service standards that are fiscally sustainable over the General Plan buildout. The fiscal impact analysis is focused on estimating impacts to the City's General Fund budget, comparing the annual and ongoing costs of providing public services and maintaining public facilities with the primary, recurring revenue sources available to cover these expenditures.

This analysis is designed to evaluate the net fiscal impact on the City's General Fund assuming adoption of General Plan 2040. The development capacity created through the General Plan is greater than what is likely to occur within the 2040 time horizon based on the City's past demographic and economic trends. This analysis evaluates an amount of development in 2040 that is based upon past demographic, economic, and market trends. Building upon the prior analysis (completed in 2021 for the land use and circulation alternatives evaluation), this analysis also addresses the marginal costs of providing public safety and public works services to higher-density redevelopment.

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The key General Plan-related policies and issues that are informed by the fiscal impact analysis include, but are not necessarily limited to, these:

- **Public service levels and standards:** The level of service provided by various departments is often quantified based on standards or ratios (e.g., sworn police officers per 1,000 service population for police, park acres per 1,000 population, etc.) related to either articulated goals or actual conditions. The fiscal analysis can be used to highlight the fiscal implications of “business as usual” relative to alternative ways of providing services.
- **Type of growth:** The General Plan includes specific guidance for a diverse range of land uses, with projections that differentiate between land use categories based on density, height, product type, and other factors.
- **Amount of growth:** The General Plan establishes allowable land uses and zoning regulations that dictate the maximum buildout capacity that can be supported. For this analysis, General Plan buildout reflects reasonably foreseeable development based on the City’s ability to grow according to historical trends and meet its current and future RHNA numbers.
- **City revenue and funding sources:** The General Plan also articulates various goals or standards related to financing mechanisms and requirements to ensure fiscal sustainability, promote economic development, and other objectives.

While some City departments are funded primarily from the General Fund, other departments rely on permit fees, user charges, or enterprise funds to offset costs. This analysis assumes these funding sources will continue to account for a similar proportion of each department’s budget and accounts only for the General Fund. It is important to stress that this analysis is being provided to evaluate the fiscal implications of the General Plan and not for actual budgeting purposes. Thus, the results will not and should not be used as a basis for making actual, department-level staffing decisions or annual revenue estimates.

It should also be noted that the fiscal results (annual surpluses or deficits) are simply indicators of fiscal performance; they do not mean that the City will automatically have surplus revenues or deficits because the City must have a balanced budget each year. Persistent shortfalls shown in a fiscal analysis may indicate the need to reduce service levels or obtain additional revenues; persistent surpluses will provide the City with resources to reduce liabilities such as deferred maintenance, improve service levels, or build up reserves. In addition, the findings are based on a set of “baseline” conditions and assumptions related to the key factors that affect General Fund costs and revenues, such as property assessed value, sales tax levels, State and Federal budget and tax policy and other factors. To the degree that these conditions change, the fiscal performance of new growth will differ from the estimates provided herein.



## Key Findings

- 1. The realistic General Plan 2040 buildout is projected to generate annual General Fund revenues that exceed the costs of providing public services under existing service standards. This suggests that as the General Plan builds out over time, the City may be able to improve the level and quality of those public services paid for with General Fund revenues.**

Over time, new growth is estimated to generate more General Fund revenues than expenditures under the City's current cost structure and service levels. This additional annual General Fund net surplus is estimated to be **\$15.8 million**, as illustrated in **Figure 1**, representing a 9.2 percent increase over the City's existing budget.

The improved fiscal performance projected to result from implementation of the General Plan stems, in varying degrees, from (1) an increasing orientation towards higher value development and (2) economies of scale in the provision of public services. Accordingly, for each of the alternatives, the highest revenue sources are related to Property Tax, including Property Transfer Tax. In terms of Department-level costs, Police and Fire make up the majority of General Fund costs (approximately 60 percent of total expenditures), followed by Parks and Recreation, Public Works, Library, and then other various general government functions. Departments like Community Development are primarily funded through permit and user fees and thus have a very small impact on the General Fund.

- 2. The General Plan accomplishes certain policy objectives related to economic development and fiscal sustainability such as concentration of new capacity along the El Camino Real corridor in proximity to transit and a broader array of residential product types.**

The General Plan focuses new capacity along the El Camino Real corridor, outside the existing residential neighborhoods and with access to transit and regional transportation connections. The new capacity is attributable to higher density development in these focused areas, and creates opportunities to diversify the housing stock by increasing the supply of residential multifamily units (e.g., rental apartments and for-sale condominiums and townhomes).

- 3. The recent renovation of the Hillsdale Shopping Center refreshed the regional retail landscape in the City; however, many of the other existing retail nodes in the City are dated. The General Plan provides an opportunity to redesignate underutilized commercial parcels with residential and mixed-use designations, as well as modify current commercial designations to allow higher-density residential use.**

Retail development often generates sales tax revenue, however, for this analysis, EPS forecasted the sales tax to the City's General Fund based on demand from population and employment growth rather than new retail development. In fact, the realistic 2040 General Plan buildout assumes a net decrease in retail square footage as broader retail trends signal a shift toward e-commerce and away from large "big box" retailers. For this reason, EPS's approach to forecasting sales tax ensures that the analysis is based on internal growth dynamics rather than an assumption that "supply creates demand," particularly given the ongoing trends in the retail industry. That said, depending on the performance of regional

retail developments and each retailer's ability to capture regional demand, there could be positive sales tax revenue associated with the buildout that is not estimated in this analysis.

**Figure 1 Annual Fiscal Impact Summary at Assumed Buildout (Rounded)**

Item	Assumed Buildout
<b>General Fund Revenues</b>	
Property Tax - Secured	\$28,810,000
Motor Vehicle in Lieu of VLF	\$5,280,000
Sales Tax - Local 1%	\$5,310,000
Sales Tax - 1/4% Measure S <sup>1</sup>	\$1,400,000
Property Transfer Tax	\$12,400,000
Business License Tax	\$1,810,000
Franchises	\$1,310,000
Permits, Fees, and Fines	<u>\$2,000,000</u>
<b>Total Revenues</b>	<b>\$58,320,000</b>
<b>General Fund Expenditures</b>	
City Attorney	\$130,000
City Clerk	\$90,000
City Council	\$40,000
City Manager	\$280,000
Community Development	\$420,000
Finance	\$450,000
Human Resources	\$250,000
Information Technology	\$510,000
Library	\$3,110,000
Parks and Recreation <sup>2</sup>	\$6,310,000
Police	\$14,880,000
Public Works	\$5,260,000
San Mateo Consolidated Fire Dept.	<u>\$10,740,000</u>
Contribution	
<b>Total Expenditures</b>	<b>\$42,480,000</b>
<b>Net Annual Fiscal Impact</b>	<b>\$15,840,000</b>

<sup>1</sup>Although Measure S Sales Tax revenues are treated separately from the Local 1% Tax, they are included in this analysis to facilitate a full evaluation of General Fund resources.

<sup>2</sup>Amount reflects department expenditures net of user fees and

Analysis by Economic & Planning Systems, Inc.

## General Plan Update Development Program Overview

The San Mateo General Plan Update provides guidance for land use designations and policies that focuses development of higher-density residential and mixed-use commercial/residential space in and near Downtown, along the El Camino Real Corridor, and within half-mile radii of the Downtown San Mateo, Hayward Park, and Hillsdale Caltrain stations. A summary of the

development program evaluated in this analysis is summarized in **Figure 2**. This program, prepared by PlaceWorks, reflects reasonably foreseeable development that could occur within the General Plan horizon of 2040 and is based on the City's ability to grow according to historical trends and meet its current and future RHNA numbers. This amount of development reflects the range and location of General Plan 2040 land use designations, from Very Low to the High I designations, which is aligned with the direction provided by the City Council at their November 13, 2023 meeting on the Land Use Element. The net decrease in retail square footage reflects both macroeconomic trends of brick-and-mortar retail closures, as well as the redevelopment of existing retail spaces and low-density shopping centers, such as Bridgepointe, with new higher density residential and mixed-use development.

**Figure 2      Development Program Summary – 2040 Assumed Buildout**

Item	Assumed Buildout
<b>New Residential Units<sup>1</sup></b>	<b>19,764</b>
<b>New Residents</b>	<b>48,042</b>
<b>Commercial (Sq.Ft.)</b>	
Retail	(528,000)
Office/Service	<u>3,714,000</u>
<b>Total New Commercial Sq.Ft.</b>	<b>3,186,000</b>
<b>New Jobs</b>	
Retail	2,041
Office/Service	<u>12,963</u>
<b>Total New Jobs</b>	<b>15,004</b>
<b>New Nonresident Employment<sup>2</sup></b>	<b>13,311</b>
<b>New Service Population<sup>3</sup></b>	<b>54,697</b>

<sup>1</sup>New residential units are assumed to be exclusively multifamily.

<sup>2</sup>Calculated by multiplying new employment by the proportion of current non-resident employees.

<sup>3</sup>Calculated by adding resident population and one-half of non-resident employment.

Sources: PlaceWorks, Inc.; Analysis by Economic & Planning Systems, Inc.

## Methodological Overview

As part of the General Plan Update, EPS developed a fiscal impact model designed to test how City policies, service standards, growth patterns, and socio-economic changes affect the City's General Fund costs and revenues over time. The analysis is focused primarily on the City's General Fund expenditure and revenue items that (1) represent a substantive component of the overall budget and (2) are likely to be affected by the General Plan policies and growth trends. Thus, the analysis excludes relatively small General Fund costs and revenues, including those

operated on a cost-recovery basis. This analysis uses San Mateo's Fiscal Year 2023-24 budget, the most recent budget adopted by the City, and assumes the budget represents reasonable "baseline" service level standards to project General Fund revenues and costs.

EPS uses several approaches to evaluate the General Fund costs and revenues based on the General Plan land use plan and the City's budget. **Figure 3** shows the primary budget categories and their estimating methodologies. The following descriptions provide detail about the estimating methodologies and factors:

- **Service Population or Resident Equivalent** - "Service population" or "resident equivalent" is a concept that allows the impacts of both residents and employees to be estimated, acknowledging that employees who work but do not live in the City do use and require City services but not to the same degree as full-time residents. **Figure 4** shows the calculation of the City's current service population.
- **Average Revenue/Expenditure per Service Population** - This approach estimates average revenues or expenditures per the City's current service population and applies that average revenue or expenditure to the proposed service population.
- **Case Study** - A case study approach is used to calculate those revenues that can be estimated using assumptions specific to the land use plan and associated realistic buildout assumptions. Items estimated using a case study approach in this analysis include property tax and sales and use tax.
- **Fixed vs. Variable Expenditures** - In calculating the estimates of General Fund expenditures attributable to the Project, a percent variable factor has been applied. Most City departments operate with some fixed amount of overhead that does not vary as the City's service population grows or contracts. For example, even as the City grows, the City only needs one City Manager or one City Clerk. This percent variable factor is applied to departmental expenditures to represent the proportion of expenditures that are assumed to vary and therefore would scale with increases in service population. Expenditures that are assumed to be fixed would include overhead costs, director salaries, and other costs that would not scale with service population and therefore would be unaffected by new development.
- **Not estimated** - Some budget items are not estimated because they are either generated on a cost-recovery basis, or are not directly related to growth and development.

**Figure 3 City of San Mateo 2023/34 General Fund Budget and Estimating Methodology**

Item	FY 2023/24 Total <sup>1</sup>	Estimating Methodology
<b>Operating Revenues</b>		
Property Tax	\$67,209,188	Case study
Property Tax - In Lieu of VLF	\$10,813,055	Case study
Sales Tax - Local 1%	\$23,902,400	Case study
Sales Tax - 1/4% Measure S	\$7,314,000	Case study
Property Transfer Tax	\$8,000,000	Case study
Transient Occupancy Tax	\$6,000,000	Not estimated
Business License Tax	\$6,302,889	Avg. Revenue per Employee
Franchises	\$3,193,385	Avg. Revenue per Residents and Employees
Golf Fees	\$3,174,250	Not estimated
Recreation Service Charges	\$3,567,724	Avg. Revenue per Resident
Permits, Fees, and Fines	\$4,632,500	Avg. Revenue per Resident Equivalent <sup>2</sup>
Intergovernmental	\$2,806,774	Not estimated
Interest and Miscellaneous	\$3,473,063	Not estimated
Transfers In	\$8,736,195	Not estimated
Use of Unassigned Fund Balance	<u>\$12,591,283</u>	Not estimated
<b>Total Revenues</b>	<b>\$171,716,707</b>	
<b>Operating Expenditures</b>		
City Attorney	\$1,212,087	Avg. Expenditure per Resident Equivalent
City Clerk	\$862,087	Avg. Expenditure per Resident Equivalent
City Council	\$356,898	Avg. Expenditure per Resident Equivalent
City Manager	\$2,617,253	Avg. Expenditure per Resident Equivalent
Community Development	\$1,946,275	Avg. Expenditure per Resident Equivalent
Finance	\$4,176,442	Avg. Expenditure per Resident Equivalent
Human Resources	\$2,284,816	Avg. Expenditure per Resident Equivalent
Information Technology	\$4,695,904	Avg. Expenditure per Resident Equivalent
Library	\$8,925,860	Avg. Expenditure per Resident
Parks and Recreation	\$21,666,729	Avg. Expenditure per Resident
Police	\$57,981,162	Avg. Expenditure per New Sworn Officer
Public Works	\$12,159,747	Avg. Expenditure per Resident Equivalent
Non-Departmental	\$4,349,833	Not estimated
Transfers Out	\$14,201,887	Not estimated
San Mateo Consolidated Fire Dept. Contribution and Fire Legacy Costs	<u>\$34,279,728</u>	Avg. Expenditure per Resident
<b>Total Expenditures</b>	<b>\$171,716,707</b>	

<sup>1</sup>While some City departments are funded primarily from the General Fund, other departments rely on permit fees and user charges to offset costs. This analysis assumes permit fees and user charges continue to account for a similar proportion of each department's budget and accounts only for the General Fund.

<sup>2</sup>A resident equivalent is defined as the sum of one resident and one-half of a non-resident employee, acknowledging that non-resident employees require reduced public services relative to a full-time resident.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Figure 4      Current Citywide Assumptions**

Item	Total	Source
<b>Housing Units and Households</b>		
Housing Units	43,325	CA Dept. of Finance (2023)
Occupied Households	41,247	CA Dept. of Finance (2023)
Owner-Occupied Units	51.6%	Census ACS (2018-2022)
Renter-Occupied Units	48.4%	Census ACS (2018-2022)
Persons/Housing Unit <sup>1</sup>	2.47	CA Dept. of Finance (2023)
<b>Population and Employment</b>		
Population	103,318	CA Dept. of Finance (2021)
Employed Residents	48,427	Census LEHD (2021)
Employed in San Mateo	5,881	Census LEHD (2021)
Employed Elsewhere	42,546	Census LEHD (2021)
Employment in San Mateo	52,113	Census LEHD (2021)
by Residents	5,881	Census LEHD (2021)
by Non-Residents	46,232	Census LEHD (2021)
Service Population <sup>2</sup>	126,434	CA Dept of Finance (2023) and LEHD (2021)

<sup>1</sup>Persons per Housing Unit is lower than the Persons per Occupied Household because it accounts for vacant units.

<sup>2</sup>Calculated by adding total residential population and one-half of non-resident employment.

Sources: California Department of Finance; U.S. Census Bureau; Analysis by Economic & Planning Systems, Inc.

## Fiscal Impact Analysis

This section provides a detailed outline of the key General Fund revenues and expenditures estimated in this analysis. EPS's case study approach calculates fiscal impacts for major General Fund revenues, while other revenues rely on an average revenue approach, including per-employee and per-resident equivalent (service population) methods. A per-resident equivalent approach calculates all but Library and Parks and Recreation costs, whereby average expenditure per resident is the appropriate method. Actual costs will vary by department and depend on future service demands, fiscal and economic conditions, and policy decisions to be made by the City Council on staffing and service levels. Cost estimates utilized in this analysis are strictly for comparison purposes, not for budgeting, to understand the implication of the General Plan Update on the City's General Fund.

Provided below is a summary of the key methodological considerations for each budget item. All references to monetary value are in constant 2024 dollars.



## General Fund Revenues

- **Property Tax** - Property tax revenue comes from applying the countywide 1.0 percent property tax rate to the incremental assessed value associated with the General Plan buildout. **Appendix A-1** shows the calculation of the total assessed value. The City's General Fund receives approximately 15 cents on every property tax dollar generated, as shown in **Appendix A-2**. General Fund property tax revenue estimated from new growth is **\$28.8 million**:
  - For calculating assessed value, residential "for sale" values are based on the current median sales price for condominiums in San Mateo, as shown in **Figure 5**, while residential rental values assume a capitalized value of net operating income, based on current market rents and standard operating costs. **Figure 6** shows these assumptions in detail.
  - EPS assumes that new office/service commercial building values will be approximately \$920 per square foot. The analysis also acknowledges some level of redevelopment of existing, lower density and underutilized retail parcels and assumes a base value of \$660 per square foot. **Figure 6** summarizes the net operating income capitalization approach used to derive these estimates. EPS gathered and synthesized market data on Class C retail establishments along El Camino Real built before the last 25 years to estimate the profile of retail development most likely to be redesignated under the General Plan.<sup>1</sup>
- **Property Tax In Lieu of VLF** - Property Tax in Lieu of Motor Vehicle License Fee (VLF) is an increasingly vulnerable revenue source for San Mateo County and its cities. Since the early 2010's, shortfalls of Property Tax in lieu of VLF due to cities in San Mateo County are occurring as a result of the declining number of nonbasic aid school districts countywide. In summary, nonbasic aid school districts satisfy their funding requirements with aid from the State General Fund and nonstate resources such as property tax through the Educational Revenue Augmentation Fund (ERAF). On the other hand, basic aid school districts generally meet statutory funding requirements with local property tax alone. Due to its high property values, San Mateo County has many basic aid school districts. This impacts In Lieu revenues as State law mandates the backfilling of revenues such as VLF with the property taxes and ERAF from nonbasic aid school districts.

The City has contended with this issue each year with assistance from the State General Fund. As of December 2023, however, the State of California faces a \$68 billion budget deficit for the 2024-25 fiscal year. To account for the uncertainty of future State aid, EPS assumes \$10 million in Citywide Fiscal Year 2023-24 Property Tax In-Lieu of VLF revenue as a basis for calculating the estimated Property Tax In-Lieu of VLF resulting from the development program herein. Although different from what the City actually budgeted for Fiscal Year 2023-24, the EPS assumption aims to account for the expected shortfall in State aid. The City's Finance Department vetted this assumption for EPS in preparation for this

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<sup>1</sup> Commercial inventory classified as Class C by the real estate brokerage community typically indicates a lack of modern amenities and improvements such as renovated interiors, upgraded utility systems (e.g., elevators, HVAC, telecommunications), security services and equipment, and the like.

analysis. As shown in **Appendix A-3**, Property Tax In-Lieu of VLF from new growth is estimated to be **\$5.3 million**.

- **Property Transfer Tax** - The City receives real property transfer tax for any property sold within City boundaries. Property transfer tax revenues, therefore, depend upon sales activity. **Appendix A-4** details the estimated impact of the General Plan on the City's General Fund property transfer tax revenues. San Mateo has historically collected a 0.5 percent of sale value transfer tax on all properties sold in the city. However, in November 2022, San Mateo Voters approved a separate 1.5 percent rate for transactions greater than \$10 million. For this analysis, EPS assumes that the average commercial or residential rental property transaction is greater than \$10 million, and each taxed at 1.5 percent of sale value, while the average residential for-sale property is less than \$10 million and taxed at 0.5 percent of sale value. General Fund property transfer tax revenue from new growth is estimated to be **\$12.4 million**.

**Figure 5 Market/Development Assumptions**

Item	Rental Vacancy Rate <sup>1</sup>	For-Sale Values	Capitalized Rental Values
<b>Residential<sup>2</sup></b>	6.4%	\$890,000 per unit	\$738,290 per unit
<b>Commercial<sup>3</sup></b>			
Retail	4.9%	n/a	\$660 per sq.ft.
Office/Service	9.5%	n/a	\$920 per sq.ft.

<sup>1</sup>Based on assumptions for current vacancy rates exhibited in San Mateo, from the California Department of Finance (2023) and CoStar Group.

<sup>2</sup>Residential "For Sale" value assumes the current median sales price of condominium units in San Mateo. "Rental" values assume a capitalized value of net operating income, based on current market trends. Values shown are on a per unit basis.

<sup>3</sup>Uses a capitalized value of net operating income approach, based on CoStar estimates of average rents in the City of San Mateo. Commercial rental rates are sourced from CoStar Group. All commercial rental rates are on a per square foot basis.

Sources: California Department of Finance; CoStar Group; San Mateo County Association of Realtors; Analysis by Economic & Planning Systems, Inc.

**Figure 6 Commercial Capitalized Value Assumptions**

Item	Existing Underutilized Retail <sup>1</sup>	Office	Multifamily Rental
<b><u>Average Rent</u></b>			
Rent Type	NNN	Full Service	
Monthly Rent	\$2.79	\$6.13	\$3,699
Annual Rent	\$33.43	\$73.51	\$44,388
Vacancy <sup>2</sup>	4.9%	9.5%	6.4%
Operating Expenses <sup>3</sup>	5.0%	30.0%	30.0%
Net Operating Income (NOI)	\$30.20	\$46.56	\$29,089
Cap Rate	4.6%	5.0%	3.9%
<b>Capitalized Value (rounded)<sup>4</sup></b>	<b>\$660</b> <i>per sq.ft.</i>	<b>\$920</b> <i>per sq.ft.</i>	<b>\$738,290</b> <i>per unit</i>

Note: Unless noted, data are current through Q3-2023 and reflect existing inventory built over the last ten years in San Mateo. Additionally, Residential For-Sale values are not calculated in this analysis, but were retrieved from the San Mateo County Association of Realtors.

<sup>1</sup>Reflects existing Class C retail inventory built before 2000 and along the El Camino Real Corridor in San Mateo.

<sup>2</sup>Multifamily rental vacancy, sourced from CoStar Group, aligns with the rental vacancy rate referenced in the Needs Analysis of the City's 2023-2031 Housing Element.

<sup>3</sup>Operating expenses vary depending on lease structure (rent type).

<sup>4</sup>Calculated by dividing net operating income by the associated cap rate.

Sources: CoStar Group; Analysis by Economic & Planning Systems, Inc.

- Sales Tax** - EPS estimates sales tax from population and employment growth rather than from new retail development. Leveraging increased demand ensures that internal growth dynamics support the analysis rather than assuming that "supply creates demand," particularly given ongoing trends towards online retail. New households' potential income and spending are used to determine the increase in sales tax revenue generated by new residential development. Similarly, the average taxable expenditures of new non-resident employees determine employment-driven sales tax. In both cases, the City receives 0.95 percent of taxable sales within its boundary. **Appendix A-5** details the estimated impact of the General Plan on the City's General Fund sales tax revenues. General Fund sales tax revenue from new growth is estimated to be **\$5.3 million**. Measure S revenue, a separate revenue stream with earmarked priorities, is estimated to be **\$1.4 million**, given the new growth indicated in the development program.
  - While not reflected in this analysis, online and out-of-state retail is a matter of growing importance. Currently, much of the tax revenue remitted by online and out-of-state retailers accrues to countywide use tax pools. Pool monies are distributed to each jurisdiction in a county based on each jurisdiction's share of overall tax receipts. While the City of San Mateo currently receives approximately 10 percent of the countywide pool, the pools are growing statewide due to pandemic-related consumption trends and

the increased dominance of nonstore retail. In the third quarter of 2023, proceeds from the countywide use tax pool made up 19 percent of the City's gross Local Sales and Use Tax distribution.<sup>2</sup>

- **Other Annual Revenues** - Other revenues associated with new development include business license taxes, franchises, permits, fines, fees, transient occupancy taxes (TOT), and recreation service charges. Most of these revenue items expand in relative proportion to population and employment growth. In the case of business license revenue, either a flat fee or a tax based on gross receipts is paid, based on the type of business. For this analysis, increases in employment are used as a proxy for increased gross receipts. Transient occupancy tax is not estimated as the land use plan does not specify any new lodging or hospitality components. This analysis does not assess Golf fees due to the low perceived impact on the General Plan. Recreation service charges are treated separately, on the expenditure side, in estimating net Parks and Recreation costs. **Appendix A-6** and **Appendix A-7** detail the impacts of the General Plan on other annual revenues.

### General Fund Expenditures

- **General Government** - General Government expenditures in the City of San Mateo include the City Attorney, City Clerk, City Council, City Manager, Finance, Human Resources, and Information Technology departments. While not as significant as other categories of expenditures, General Government costs will be affected by new growth in San Mateo. This analysis projects the costs for General Government functions based on a service population approach, as shown in **Appendix A-8**. EPS assumes a 25 percent variable share of General Fund costs for each department. More generally, the variable share of a budget is the proportion that is sensitive to population and job growth, resulting from new development.
- **Library** - Population growth will increase demand for library services in the City. This analysis uses an average expenditure per resident approach to estimate total library costs, as shown in **Appendix A-9**. General fund library costs from new development is estimated to be **\$3.1 million**.
- **Fire** - Fire services in the City of San Mateo are provided through the San Mateo Consolidated Fire Department (SMC Fire), a Joint Powers Authority (JPA) between Belmont, Foster City, and the City of San Mateo. San Mateo contributes 55 percent of SMC Fire's funding sources, with the rest made up of contributions from Foster City and Belmont, fire fees, grants, and other miscellaneous sources.<sup>3</sup> The City's share of costs is based on the number and location of stations and associated equipment. Staff reports that the existing stations are well located and adequately equipped to accommodate the type and amount of new growth assumed. A new, large development could trigger the need to reconsider future station locations. To be conservative and account for some cost increase as the assumed buildout occurs, this analysis utilizes an average expenditure per resident approach to

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<sup>2</sup> For more data on the countywide use tax pools, see the California Department of Tax and Fee Administration: <https://www.cdtfa.ca.gov/dataportal/dataset.htm?url=LRBQtrAllocBradleyBurns>

<sup>3</sup> San Mateo contributes 60 percent of member agency contributions, with Belmont and Foster City each contributing 20 percent. Member agency contributions make up 92 percent of the JPA's funding sources.

calculate the impacts of the increased population on San Mateo's share of SMC Fire expenditures, as shown in **Appendix A-10**. A variable share of 84 percent reflects the proportion of SMC Fire operations expenditures to total expenditures. General Fund Fire costs estimated from new development is estimated to be **\$10.7 million**.

- **Police** - The General Fund cost implications of the various alternatives will depend on the relative cost of expanding or modifying patrol and beat structures and adding personnel. In the future, the police department would like to be able to increase the level of service provided and reported that an ideal service standard would be 1.5 sworn officers per 1,000 residents. This analysis uses a service population approach that is consistent with the current level of service rather than the aspirational level of service. For sworn personnel, the existing service level is 0.93 sworn officers per 1,000 resident equivalents, acknowledging that both residents and employees benefit from police services. This estimate is applied to the service population of each alternative to calculate an average cost of \$290,128 per officer. This analysis also uses a service population approach to estimate the costs of vehicles and equipment. **Appendix A-11** shows increased vehicle and equipment costs at \$3,784 per sworn officer. Of course, various development patterns can also have a differential impact on crime rates (and thus public safety costs). General Fund police costs estimated from new development is estimated to be **\$14.9 million**.
- **Public Works** - This category includes costs associated with operating and maintaining the City's infrastructure and facilities, including streets and parks maintenance. Public works staff typically think about required staffing in relationship to the number of projects and the number and type of facilities that require maintenance. To the extent that the assumed buildout results in the need for future facilities, there will be demand for additional public works staffing. This analysis uses a per resident equivalent approach to estimate the impacts of the General Plan on public work expenditures, as shown in **Appendix A-12**.
- **Parks and Recreation** - This analysis uses an average expenditure per resident approach to estimate total parks and recreation costs, as shown in **Appendix A-13**. General Fund parks and recreation costs from new development is estimated to be **\$6.3 million**.
- **Community Development** - San Mateo's Community Development Department comprises planning, building, code enforcement, and housing. While the majority of the City's Community Development costs are accounted for in the Construction Services Fund, this analysis is focused on the General Fund expenditures, as shown in **Appendix A-14**. Since Community Development is funded by permit and user fees, and all costs associated with new development permitting and inspections paid for by applicants, there would not be any new General Fund costs from Community Development from the new development.



## APPENDIX A:

### Detailed Fiscal Impact Analysis Tables for General Fund Revenues and Expenditures



**Appendix A-1**  
**Assessed Value Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumptions	Assumed Buildout
<b><u>Commercial Uses</u></b>		
Retail Space (Sq.Ft.)		(528,000)
Office/Service Space (Sq.Ft.)		<u>3,714,000</u>
Total Commercial Sq.Ft.		3,186,000
Retail Assessed Value	\$660 per Sq.Ft. Capitalized Value	(\$348,480,000)
Office/Service Assessed Value	\$920 per Sq.Ft. Capitalized Value	<u>\$3,416,880,000</u>
<b>Commercial Assessed Value</b>		<b>\$3,068,400,000</b>
<b><u>Residential Uses<sup>1</sup></u></b>		
Ownership	52% of Residential Units	10,198
Rental	48% of Residential Units	<u>9,566</u>
Total Residential Units		19,764
Ownership Assessed Value	\$890,000 per Unit Home Value	\$9,076,419,360
Rental Assessed Value	\$738,290 per Unit Capitalized Value	<u>\$7,062,316,763</u>
<b>Residential Assessed Value</b>		<b>\$16,138,736,123</b>
<b>Total Assessed Value from New Growth</b>		<b>\$19,207,136,123</b>

Note: Capitalized values are calculated in Figure 6.

<sup>1</sup>Ownership/rental split reflects the existing split between owner-occupied and renter-occupied housing units, from the U.S. Census Bureau's American Community Survey (2018-2022).

Sources: Placeworks, Inc.; Analysis by Economic & Planning Systems, Inc.

**Appendix A-2**  
**Property Tax Estimates**  
**San Mateo General Plan Update; EPS #181001**

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<b>Item</b>	<b>Assumed Buildout</b>
<hr/>	
<b>Property Tax</b>	
New Assessed Value <sup>1</sup>	\$19,207,136,123
1% Property Tax <sup>2</sup>	\$192,071,361
Tax Allocation Factor <sup>3</sup>	15%
<b>Total Property Tax to General Fund</b>	<b>\$28,810,704</b>

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<sup>1</sup>New assessed value calculated in Appendix A-1 using the market assumptions presented in Figures 5 and 6 and the development program presented in Figure 1.

<sup>2</sup>Proposition 13 basic property tax calculated at 1 percent of assessed value.

<sup>3</sup>On average, the City of San Mateo receives approximately 15 cents on every property tax dollar generated in the City.

Sources: City of San Mateo; Analysis by Economic & Planning Systems, Inc.

**Appendix A-3**  
**Motor Vehicle in Lieu of VLF Estimates**  
**San Mateo General Plan Update; EPS #181001**

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<b>Item</b>	<b>Assumed Buildout</b>
City of San Mateo Citywide Assessed Value	\$36,377,390,925
Assessed Value of New Growth	\$19,207,136,123
Percentage Increase in Assessed Value	53%
Motor Vehicle in Lieu of VLF (FY 2023-2024 Adopted Budget) <sup>1</sup>	\$10,000,000
<b>Total Motor Vehicle in Lieu of VLF Revenue to General Fund</b>	<b>\$5,279,965</b>

<sup>1</sup>Reflects an estimated shortfall due to an expected reduction in State assistance.

Sources: 2023-24 Local Combined Roll (San Mateo County Assessor Clerk-Recorder); City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-4**  
**Property Transfer Tax**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
<b><u>Residential For-Sale</u></b>		
New For-Sale Value		\$9,076,419,360
Average Residential Turnover <sup>1</sup>	10.0% a Year	\$907,641,936
<b>Transfer Tax From For-Sale Uses<sup>2</sup></b>	<b>0.5% of Sale Value</b>	<b>\$4,538,210</b>
<b><u>Other Uses<sup>3</sup></u></b>		
Office/Service Value		\$3,416,880,000
Residential Rental Value		<u>\$7,062,316,763</u>
Subtotal		\$10,479,196,763
Average Turnover <sup>4</sup>	5.0% a Year	\$523,959,838
<b>Transfer Tax From Other Uses<sup>5</sup></b>	<b>1.5% of Sale Value</b>	<b>\$7,859,398</b>
<b>Total Property Transfer Tax to General Fund</b>		<b>\$12,397,607</b>

<sup>1</sup>The EPS assumption of 10 percent is based on long-term averages and takes into account the increased turnover rate associated with new development. A turnover rate of 10 percent suggests that homes sell approximately once every 10 years.

<sup>2</sup>Assumes the average Residential For-Sale transaction price in San Mateo is less than \$10 million, and thereby taxed at the City's property transfer tax rate of 0.5% of sale value.

<sup>3</sup>Does not account for one-time transactions of retail properties sold and redeveloped.

<sup>4</sup>EPS assumption based on long-term averages. A turnover rate of 5 percent suggests that commercial/investment properties sell approximately once every 20 years.

<sup>5</sup>Assumes the average Office/Service and Residential Rental transaction in San Mateo is valued at greater than \$10 million, and therefore, taxed at the City's property transfer tax rate of 1.5% of sale

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-5**  
**Sales Tax Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumptions	Assumed Buildout
<b><u>Sales Tax Generated by New Residents</u></b>		
Median Household Income <sup>1</sup>		\$149,152
Retail Expenditure per Household <sup>2</sup>	23% of Median Household Income	\$34,858
New Occupied Households <sup>3</sup>		18,816
Total Retail Expenditure		\$655,885,909
Taxable Expenditures Captured in San Mateo	75% of Total Retail Expenditure	\$491,914,432
<b>Sales Tax from New Residents<sup>4</sup></b>	<b>0.95% of Taxable Expenditures</b>	<b>\$4,673,187</b>
<b><u>Sales Tax Generated by New Employees</u></b>		
New Employment		15,004
Non-Resident Employment <sup>5</sup>	89% of total employment	13,311
Daily Taxable Employee Spending in San Mateo <sup>6</sup>	\$20 per employee	\$266,216
Annual Taxable Spending by Employees <sup>7</sup>	250 Days per Work Year	\$66,553,924
<b>Sales Tax from New Employees<sup>8</sup></b>	<b>0.95% of Annual Taxable Sales</b>	<b><u>\$632,262</u></b>
<b>Total Sales Tax to General Fund</b>		<b>\$5,305,449</b>
<b>Measure S Transactions and Use Tax (1/4% Sales Tax)<sup>9</sup></b>	<b>0.25% of Annual Taxable Sales</b>	<b>\$1,396,171</b>

<sup>1</sup>Based on the existing San Mateo household median income, from the U.S. Census Bureau's American Community Survey (2022).

<sup>2</sup>Based on the average taxable expenditure of households earning \$150,000 to \$199,999 per year, from the Bureau of Labor Statistics' Consumer Expenditure Survey (2022).

<sup>3</sup>Based on the proportion of housing units occupied in San Mateo, from the U.S. Census Bureau's American Community Survey (2022).

<sup>4</sup>Based on the existing Bradley-Burns 1% Local Sales Tax split between the City of San Mateo and the County, from the California Department of Tax and Fee Administration (2024).

<sup>5</sup>Based on the existing split between resident and non-resident employees in San Mateo, from the U.S. Census Bureau's LEHD program (2021).

<sup>6</sup>Daily Spending per employee is based on research from the International Council of Shopping Centers (2012).

<sup>7</sup>Reflects 250 work days per year.

<sup>8</sup>Based on the existing Bradley-Burns 1% Local Sales Tax split between the City of San Mateo and the County, from the California Department of Tax and Fee Administration (2024).

<sup>9</sup>Measure S is a 1/4-cent transactions and use tax approved by voters in 2015. While approved as a general tax, Measure S is used to fund earmarked priorities, so this analysis treats it separately from discretionary sales tax revenue to the General Fund.

Sources: California Department of Tax and Fee Administration; International Council of Shopping Centers; U.S. Bureau of Labor Statistics; U.S. Census Bureau; Analysis by Economic & Planning Systems, Inc.

**Appendix A-6**  
**Business License Tax and Franchises**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumed Buildout
<b>Franchises</b>	
2023-2024 Revenue to General Fund	\$3,193,385
Current Residents and Non-Resident Employees	149,550
Revenue per Current Residents and Employees	\$21.35
New Residents and New Non-Resident Employees	61,353
<b>Revenue from New Residents and Employees</b>	<b>\$1,310,084</b>
<b>Business License Tax</b>	
2023-2024 Revenue to General Fund	\$6,302,889
Current Employees	52,113
Revenue per Current Employee	\$120.95
New Jobs	15,004
<b>Revenue from New Employees</b>	<b>\$1,814,682</b>

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by  
Economic & Planning Systems, Inc.



**Appendix A-7**  
**Permit, Fee, and Fine Revenue**  
**San Mateo General Plan Update; EPS #181001**

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Item	Assumed Buildout
<b><u>Permits, Fees, and Fines</u></b>	
2023-2024 Revenue to General Fund	\$4,632,500
Current Service Population	126,434
Revenue per Current Resident Equivalent	\$36.64
New Service Population	54,697
<b>Revenue from New Service Population</b>	<b>\$2,004,094</b>

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Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-8**  
**General Government Expenditures Estimate**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
Current Service Population		126,434
New Service Population		54,697
<b><u>Cost Estimating Factors</u></b>		
<b>City Attorney</b>		
General Fund Budget		\$1,212,087
Variable Costs	25% of General Fund budget	\$303,022
Per Current Service Population		\$2.40
<b>New Costs</b>		<b>\$131,092</b>
<b>City Clerk</b>		
General Fund Budget		\$862,087
Variable Costs	25% of General Fund budget	\$215,522
Per Current Service Population		\$1.70
<b>New Costs</b>		<b>\$93,238</b>
<b>City Council</b>		
General Fund Budget		\$356,898
Variable Costs	25% of General Fund budget	\$89,225
Per Current Service Population		\$0.71
<b>New Costs</b>		<b>\$38,600</b>
<b>City Manager</b>		
General Fund Budget		\$2,617,253
Variable Costs	25% of General Fund budget	\$654,313
Per Current Service Population		\$5.18
<b>New Costs</b>		<b>\$283,066</b>
<b>Finance</b>		
General Fund Budget		\$4,176,442
Variable Cost	25% of General Fund budget	\$1,044,111
Per Current Service Population		\$8.26
<b>New Costs</b>		<b>\$451,699</b>
<b>Human Resources</b>		
General Fund Budget		\$2,284,816
Variable Cost	25% of General Fund budget	\$571,204
Per Current Service Population		\$4.52
<b>New Costs</b>		<b>\$247,112</b>
<b>Information Technology</b>		
General Fund Budget		\$4,695,904
Variable Cost	25% of General Fund budget	\$1,173,976
Per Current Service Population		\$9.29
<b>New Costs</b>		<b>\$507,881</b>

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning

**Appendix A-9**  
**Library Operating Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
General Fund Expenditures <sup>1</sup>		\$8,925,860
Variable Costs	75% of General Fund Budget	\$6,694,395
Library Cost Per Current Resident	103,318 Current San Mateo Residents	\$64.79
New San Mateo Resident Population		48,042
<b>New Cost to General Fund</b>		<b>\$3,112,837</b>

<sup>1</sup>Includes Personnel, Operating, and Capital Outlay costs funded by the General Fund.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-10**  
**Fire Service Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
<b><u>Fire Service Cost Estimating Factors</u></b>		
<b>City of San Mateo FY 2023-24 Contribution<sup>1</sup></b>		\$27,509,727
Operations Expenditures (Variable Cost) <sup>2</sup>	84% of FY 2023-24 Contribution	\$23,100,295
Operations Expenditure per Current Resident	103,318 Current San Mateo Residents	\$223.58
<b>New Resident Population</b>		48,042
<b>Annual General Fund Expenditure</b>		<b>\$10,741,443</b>

Note: Fire services in the City of San Mateo are provided through the San Mateo Consolidated Fire Department (SMC Fire), a Joint Powers Authority (JPA) between the cities of Belmont, Foster City, and San Mateo. Typically, San Mateo contributes 55% of SMC Fire's costs.

<sup>1</sup>Based on the City's share of SMC Fire costs. While the City's General Fund funds SMC Fire contribution and fire legacy costs, EPS assumes that the new resident population will only significantly impact SMC Fire operations.

<sup>2</sup>Assumption based on SMC Fire's operations expenditures as a percentage of total expenditures, from SMC Fire's FY 2023-24 Adopted Budget.

Sources: San Mateo Consolidated Fire Department, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-11**  
**Police Service Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
<b><u>Police Department Cost Estimating Factors<sup>1</sup></u></b>		
Total FTE Personnel <sup>2</sup>		170.40
Sworn Officers <sup>3</sup>		117
Current Service Level (per 1,000 Resident Equivalents)	126,434 Current San Mateo Service Population	0.93
General Fund Expenditure - Personnel <sup>4</sup>		\$49,437,894
Per Total FTE Personnel		\$290,128
General Fund Expenditure- Vehicles & Equipment <sup>5</sup>		\$644,765
Per Total FTE Personnel		\$3,784
<b>Cost Associated with General Plan Buildout</b>		
New Service Population		54,697
New Sworn Officers Needed <sup>6</sup>	0.93 per 1,000 Resident Equivalents	50.62
New Personnel Cost <sup>7</sup>	Per Total FTE Personnel Cost for	\$14,685,170
New Vehicle & Equipment Costs <sup>8</sup>	New Sworn Officers	\$191,523
<b>Annual General Fund Expenditure</b>	<b>New Personnel, Vehicle, and Equipment Costs</b>	<b>\$14,876,693</b>

<sup>1</sup>Based on current levels of service detailed in San Mateo's Fiscal Year 2023-24 Adopted Budget, including positions funded by the General Fund.

<sup>2</sup>FTE stands for Full Time Equivalent.

<sup>3</sup>Includes 117 Police Lieutenants, Police Sergeants, Police Officers, and Community Service Officers.

<sup>4</sup>Average annual cost includes full personnel cost funded by the General Fund and the Special Revenue Fund.

<sup>5</sup>Cost represents total capital outlay.

<sup>6</sup>Indicates the number of police personnel needed to maintain the existing level of service.

<sup>7</sup>Equals \$290,128 General Fund personnel expenditure per total FTE personnel multiplied by 50.62 new sworn officers needed.

<sup>8</sup>Equals \$3,784 General Fund vehicles and equipment expenditure per total FTE personnel multiplied by 50.62 new sworn officers needed.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.

**Appendix A-12**  
**Public Works Operating Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
<b>General Fund Expenditures<sup>1</sup></b>		\$12,159,747
<b>Variable Costs</b>	100% of General Fund Budget	\$12,159,747
Public Works Cost per Resident Equivalent	126,434 Current San Mateo Service Population	\$96.17
New San Mateo Service Population		54,697
<b>New Cost to General Fund</b>		<b>\$5,260,503</b>

<sup>1</sup>Includes Personnel, Operating, and Capital Outlay costs funded by the General Fund.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis by Economic & Planning Systems, Inc.



**Appendix A-13**  
**Parks and Recreation Operating Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
General Fund Expenditures <sup>1</sup>		\$21,666,729
General Fund Revenue - Recreation and Service Charges		<u>\$3,567,724</u>
Net General Fund Expenditures		\$18,099,005
Variable Costs	75% of Net General Fund Expenditures	\$13,574,254
Parks and Recreation Cost per Current Resident	103,318 Current San Mateo Residents	\$131.38
New San Mateo Residents		48,042
<b>New Cost to General Fund</b>		<b>\$6,311,914</b>

<sup>1</sup>Includes Personnel, Operating, and Capital Outlay costs funded by the General Fund.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis Economic & Planning Systems, Inc.

**Appendix A-14**  
**Community Development Operating Cost Estimates**  
**San Mateo General Plan Update; EPS #181001**

Item	Assumption	Assumed Buildout
General Fund Expenditures <sup>1</sup>		\$1,946,275
Variable Costs	50% of General Fund Budget	\$973,138
Community Development Cost per Current Resident Equivalent	126,434 Current San Mateo Service Population	\$7.70
New San Mateo Service Population		54,697
<b>New Cost to General Fund</b>		<b>\$420,995</b>

<sup>1</sup>Includes Personnel, Operating, and Capital Outlay costs funded by the General Fund.

Sources: City of San Mateo, Fiscal Year 2023-24 Adopted Budget; Analysis Economic & Planning Systems, Inc.

# City of SAN MATEO



## CLIMATE ACTION PLAN







# City of San Mateo Climate Action Plan

## CLIMATE ACTION PLAN

Adopted by the San Mateo City Council on April 6, 2020 by Resolution 31(2020)

Technical Update – July 2023, Public Review Draft

Prepared for the City of San Mateo by:

PlaceWorks in collaboration with DNV GL









## ACKNOWLEDGEMENTS (2020)

### City of San Mateo

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Deputy Mayor Eric Rodriguez  
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Council Member Amourence Lee  
Council Member Diane Papan

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Susan Rowinski, Vice Chair  
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# ACKNOWLEDGEMENTS

## ACKNOWLEDGEMENTS (2023)

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# City of San Mateo Climate Action Plan

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Sidewalk art from the City's 2014 Downtown Cleanup.

*Photo by City of San Mateo*

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## List of Abbreviations

Acronym/Abbreviation	Term
AB	Assembly Bill
ABAG	Association of Bay Area Governments
BAAQMD	Bay Area Air Quality Management District
BAU	business-as-usual
CALGreen	California Green Building Standards
CAP	Climate Action Plan
CARB	California Air Resources Board
C/CAG	City/County Association of San Mateo County
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CO <sub>2</sub>	carbon dioxide
EIR	environmental impact report
EMFAC	CARB Emission Factor
GHG	greenhouse gas
I-	Interstate
kW	kilowatt
kWh	kilowatt-hour
MPO	metropolitan planning organization
MTC	Metropolitan Transportation Commission
MTCO <sub>2</sub> e	metric tons of carbon dioxide equivalent
OPR	Office of Planning and Research
PCE	Peninsula Clean Energy

# TABLE OF CONTENTS AND LIST OF ABBREVIATIONS

Acronym/Abbreviation	Term
PG&E	Pacific Gas and Electric Company
RICAPS	Regionally Integrated Climate Action Planning Suite
RPS	Renewables Portfolio Standard
SB	Senate Bill
SCS	sustainable communities strategy
SR-	State Route
TDM	Transportation Demand Management
TMA	transportation management agency
TNC	Transportation network company
TOD	transit-oriented development
USEPA	US Environmental Protection Agency
VMT	vehicle miles traveled





# City of San Mateo Climate Action Plan



## Executive Summary

### PURPOSE OF THE CLIMATE ACTION PLAN

This Climate Action Plan (CAP) is San Mateo's comprehensive strategy to reduce greenhouse gas (GHG) emissions. It demonstrates the leadership of community members and the City on sustainability and GHG reduction. San Mateo's General Plan directs the preparation, ongoing implementation and update of the CAP, providing the framework for San Mateo to reduce its community-wide GHG emissions in a manner consistent with state reduction targets and goals for 2030 and 2045. The CAP is prepared consistent with the California Environmental Quality Act (CEQA) Guidelines for Plans for the Reduction of Greenhouse Gas Emissions (California Code of Regulations Section 15183.5). This allows the CAP to support and possibly streamline environmental review of GHG emissions related to future development projects within the city.

This CAP is a direct update to the 2015 CAP. The CAP analyzes San Mateo's progress to date in meeting its GHG reduction targets and contains new information to achieve more significant and longer-term GHG reductions. It also presents a work plan and monitoring program for the City to track progress over time and maintain the status of the CAP as a qualified GHG reduction strategy for the purposes of CEQA streamlining. Since the City's adoption of the CAP in 2020, the State of California has accelerated its actions and commitments to reduce statewide GHG emissions. In addition to State targets, the CAP and General Plan must follow regional air district guidance and thresholds to serve as the City's qualified GHG reduction strategy. In 2022, the Bay Area Air Quality Management District (BAAQMD) approved new thresholds of significance to determine whether a proposed project, including general plans and CAPs, will have a significant impact on climate change. In response to these changes, the City completed this technical update to the 2020 CAP so that it is consistent with the Strive San



# EXECUTIVE SUMMARY

Mateo General Plan 2040 and continues to serve as the City's qualified GHG reduction strategy, as it has since 2015.

## Local Leadership

San Mateo has an extensive history of action on GHG reduction and other environmental sustainability actions. This CAP allows community members, City staff and officials, and other stakeholders to understand San Mateo's existing planning efforts and strategies to achieve its GHG reduction goals. It builds on several earlier efforts, including the 2007 Sustainable Initiatives Plan, the Greenhouse Gas Emissions Reduction Program, the Climate Action Plan for Operations and Facilities, the 2015 CAP, and many other local accomplishments to date.

## Planning Process

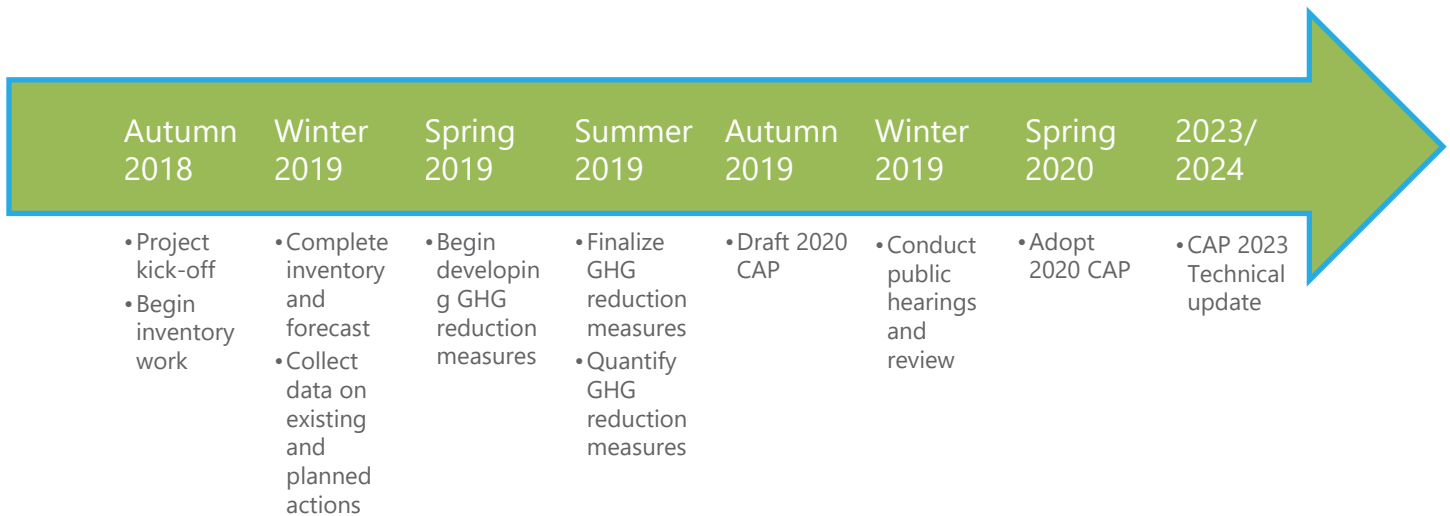
The City prepared the CAP as a collaborative effort between City staff, City officials, members of the public, and agency partners. San Mateo's existing GHG accomplishments is a core foundation of the CAP. From 2005 to 2019, San Mateo achieved a 22 percent decrease in GHG emissions. Programs such as Peninsula Clean Energy, composting and other waste reduction efforts, increased adoption of electric and more fuel-efficient vehicles, and improved energy efficiency and water conservation have all helped to achieve this reduction and will continue to reduce GHG emissions far into the future. By 2045, these local efforts are expected to reduce San Mateo's GHG emission levels over 25 percent below where they would be without these actions.

Starting with these existing efforts, City staff and community members identified opportunities for new and expanded GHG reduction programs in San Mateo, touching on all major sources of GHG emissions in the community and leveraging new opportunities for GHG reductions that were not available when the City was preparing the 2015 CAP. Through conversations with other City staff members, a public open house meeting, and discussions with the Sustainability and Infrastructure Commission, the project team revised this list to produce a final list of GHG reduction measures and the volume of reductions they enable. The CAP allows San Mateo to meet and, in some instances, exceed the state-recommended targets for local communities. This CAP also includes an implementation and monitoring work plan for City staff to put these measures into effect and to track their effectiveness.

Figure **ES-1** shows the timeline for the 2020 CAP.

# EXECUTIVE SUMMARY

Figure ES-1:CAP Timeline



## KEY OUTCOMES OF THE CAP

The CAP includes two major sets of technical analyses. The first is an inventory of San Mateo's recent GHG emissions and a forecast of how these emissions may change in the future. The second is a set of calculations (known as quantification) showing how the CAP measures, as well as existing and planned efforts, can reduce GHG emissions consistent with the City's targets.

## Community GHG Inventories

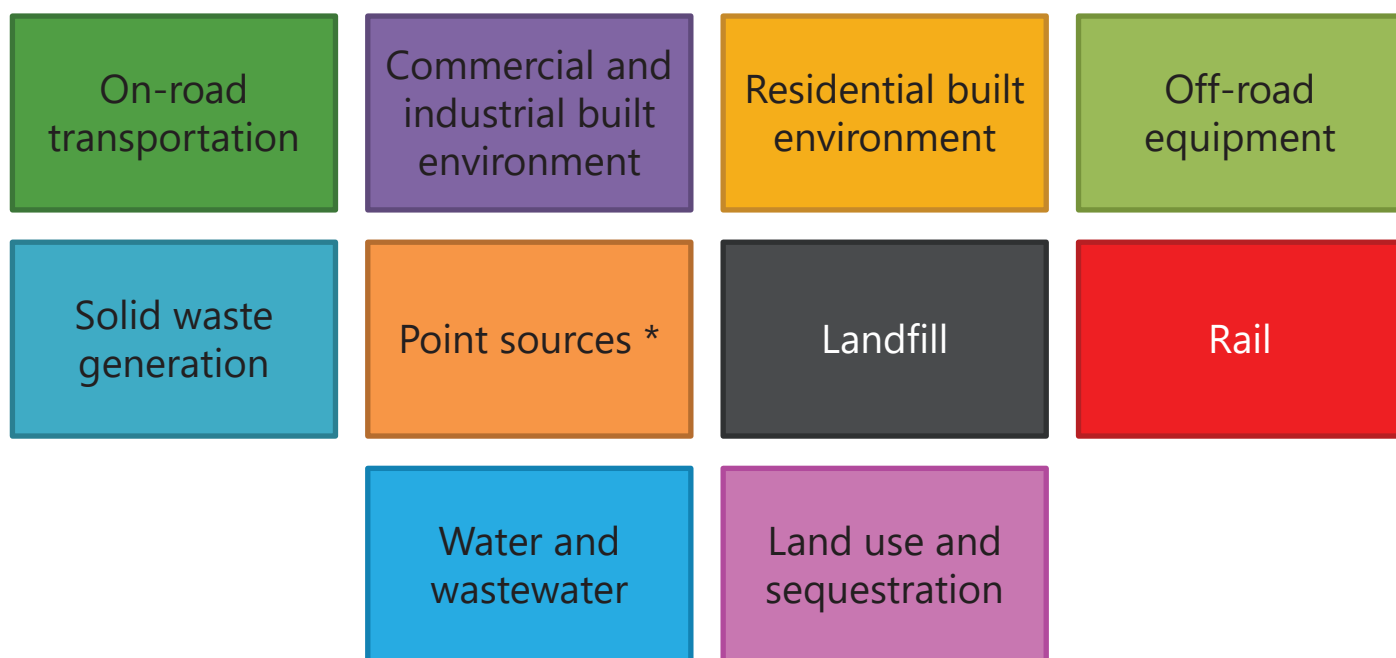
GHG inventories are assessments of San Mateo's GHG emissions from a variety of sources over the course of a calendar year. San Mateo has several previous GHG inventories, including ones for the calendar years 2005, 2010, 2015, and 2017. As part of the 2023 technical update to the CAP, the project team prepared a fifth inventory, for the calendar year 2019. The project team chose to prepare a 2019 GHG inventory as opposed to a 2020 GHG inventory so that the impact of the COVID-19 pandemic and shelter-in-place orders would not skew the data. The project team made limited updates to the previous year inventories to use the same methods and data sources as the 2019 inventory, informed by State guidance and best practices. This ensures that all five inventories are consistent and provide an accurate assessment of how San Mateo's GHG emissions have changed over time.

# EXECUTIVE SUMMARY

San Mateo's GHG emissions are caused by activities that take place within the city limits, even if the emissions are physically emitted elsewhere. For example, GHG emissions caused by the decomposition of trash thrown away in San Mateo are counted in these inventories, even though the decomposition (and resulting emission of GHGs) occurs in a landfill that is not located in San Mateo. All measurements of GHG emissions are in the common unit of metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e), which allows for the different strengths of various GHGs to be expressed in a single unit.

**Figure ES-2** shows the 10 sources (sectors) of GHG emissions included in the inventories in this CAP.

**Figure ES-2: GHG Inventory Sectors**



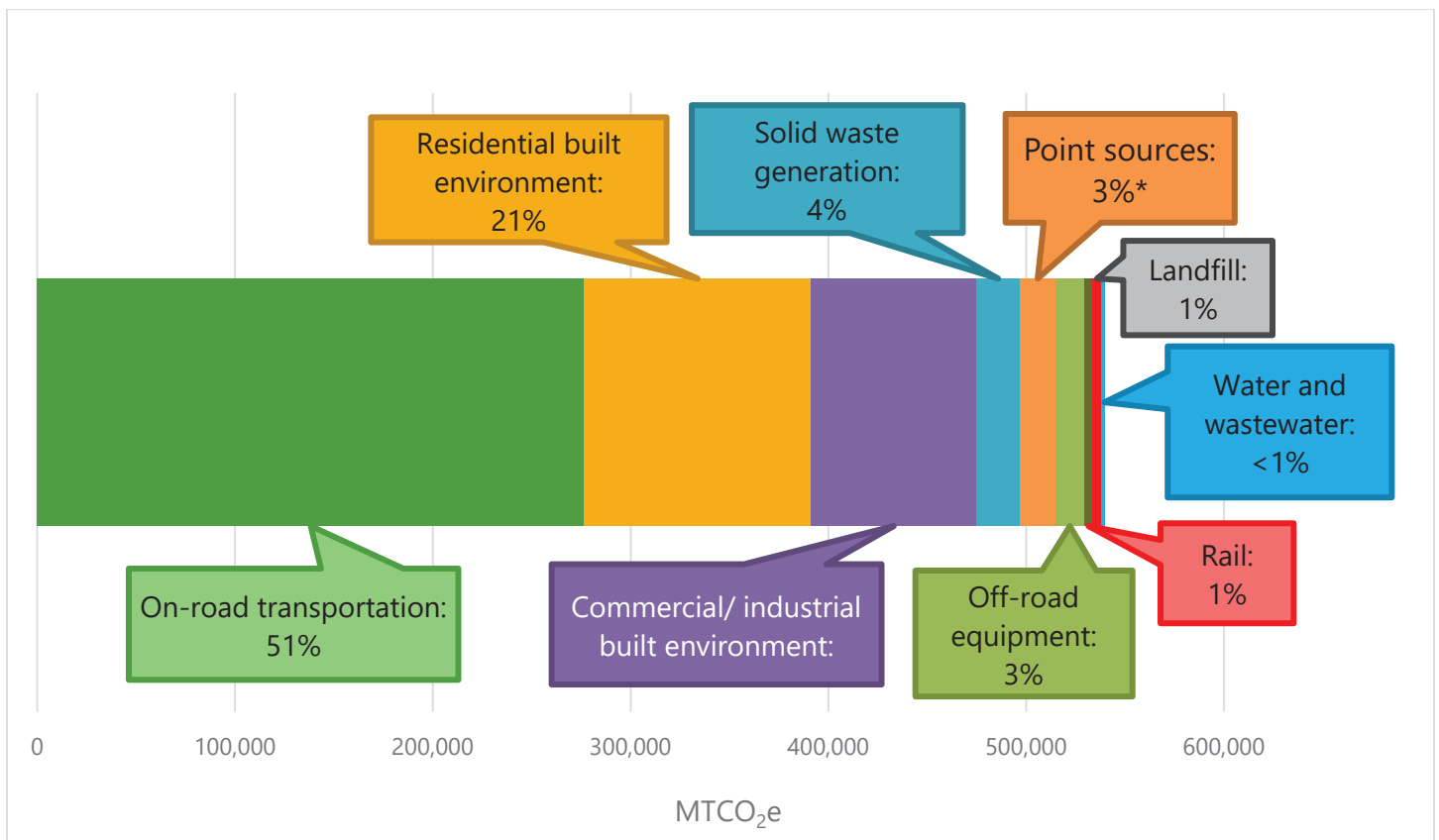
*\* Informational item, not included in the total of San Mateo's emissions.*

In 2005, San Mateo's GHG emissions totaled 666,410 MTCO<sub>2</sub>e. These emissions fell to 651,450 MTCO<sub>2</sub>e in 2010, 592,010 MTCO<sub>2</sub>e in 2015, 533,730 MTCO<sub>2</sub>e in 2017, and 520,410 MTCO<sub>2</sub>e in 2019, a decline of 2 percent, 11 percent, 20 percent, and 22 percent relative to 2005 levels respectively. In all years, the on-road transportation sector is the largest source of emissions, followed by emissions from the two built environment sectors, off-road equipment, solid waste generation, and point sources. Landfill, rail, and water and wastewater emissions were

# EXECUTIVE SUMMARY

consistently the smallest sources. This CAP uses 2019 as the current year GHG inventory to present normal conditions, as the protocols suggest. Use of data from 2020 would represent an anomalous year as several sectors were impacted by the COVID-19 pandemic and related changes to day-to-day activities resulting from precautions and restrictions. **Figure ES-3** shows emissions by sector for 2019.

**Figure ES-3: 2019 GHG Emissions**



\* Point sources are included as an informational item and are not counted towards the total GHG emissions for the City.

# EXECUTIVE SUMMARY

## Forecast

The forecast is a projection of future GHG emissions, showing how these emissions would change over time if no action is taken at the federal, State, or local level to reduce them. In the forecast, changes in emissions are caused by changes in population. As San Mateo is expected to continue to grow through 2045, the forecast projects an increase in emissions. The CAP projects emissions to grow to 605,240 MTCO<sub>2</sub>e by 2030, 696,810 MTCO<sub>2</sub>e by 2040, and 750,400 MTCO<sub>2</sub>e by 2045 if no action is taken, a total increase of 44 percent from 2019 levels.

## Targets

The CAP sets substantial GHG reduction goals for San Mateo, consistent with the City's role as a sustainability leader. The CAP relies on the recommended GHG reduction goals in the State's Climate Change Scoping Plan to set targets for GHG reductions and support a path to achieving carbon neutrality by 2045, adapted to ensure that they are appropriate for San Mateo and meet the CEQA requirements for community-wide plans as well as individual development projects. These targets are:

- 2030: Reduce emissions to 40 percent below 1990 levels (49 percent below baseline 2005 levels), equal to 339,880 MTCO<sub>2</sub>e.
- 2045: Reduce emissions to 85 percent below 1990 levels (87 percent below baseline 2005 levels), equal to 84,970 MTCO<sub>2</sub>e.

## Existing and Planned Accomplishments

The forecast represents a "worst case" scenario if no action is taken to reduce GHG emissions. However, San Mateo, along with regional and State agencies, have already taken actions to reduce GHG emissions below their 2019 limit and to close the gap to the City's GHG reduction targets. The CAP identifies the GHG reductions from these existing and planned accomplishments. **Table ES-1** shows the reductions from these accomplishments and San Mateo's projected future emissions affect taking these accomplishments into account.

# EXECUTIVE SUMMARY

**Table ES-1: Reductions from Existing and Planned Accomplishments**

	2030	2040	2045
Forecasted Emissions	605,420 MTCO <sub>2</sub> e	696,810 MTCO <sub>2</sub> e	750,400 MTCO <sub>2</sub> e
Reductions from State existing and planned accomplishments	-72,900 MTCO <sub>2</sub> e	-147,970 MTCO <sub>2</sub> e	-196,140 MTCO <sub>2</sub> e
Reductions from local and regional existing and planned accomplishments	-23,980 MTCO <sub>2</sub> e	-18,360 MTCO <sub>2</sub> e	-4,950 MTCO <sub>2</sub> e
Emissions with existing and planned accomplishments	508,380 MTCO <sub>2</sub> e	530,510 MTCO <sub>2</sub> e	549,320 MTCO <sub>2</sub> e

## Reduction Measures

This CAP builds on the GHG reduction measures in the 2015 CAP, as well as the existing and planned accomplishments, to provide an updated suite of GHG reduction measures that meet the City's targets. These measures are informed by several sources, including discussions with City staff, feedback from public engagement efforts, and direction from the Sustainability and Infrastructure Commission. This CAP contains 29 GHG reduction measures, all of which also provide additional community benefits such as financial savings and improvements to public health. **Table ES-2** shows these measures and the GHG reductions they allow.



# EXECUTIVE SUMMARY

**Table ES-2: Reductions by Measure**

Measure	2030	2040	2045
BE 1: All-electric new construction	-21,070	-38,450	-47,250
BE 2: All-electric existing buildings	-102,210	-184,610	-221,260
RE 1: Peninsula Clean Energy	-160	-170	0
RE 2: Renewable energy systems for new and existing residences	-70	-160	0
RE 3: Renewable energy systems for new and existing nonresidential buildings	-60	-90	0
EE 1: Residential energy efficiency retrofits	-6,160	-7,020	-6,790
EE 2: Nonresidential energy efficiency retrofits	-3,800	-8,860	-13,380
EE 3: Residential tree planting	Less than -10	Less than -10	0
ME 1: Energy efficiency for new municipal buildings	Supportive (no measurable GHG reductions)		
ME 2: Energy efficiency at existing municipal buildings	-10	-30	-40
ME 3: All-electric municipal buildings	-130	-200	-270
CF 1: Electric vehicle charging infrastructure	-24,420	-49,390	-69,780
CF 2: Electric vehicle education and outreach	-4,910	-8,030	-12,360
CF 3: Clean city fleet	-130	-200	-270
CF 4: Clean fuel and vehicle emissions	-4,210	-16,920	-26,360
ST 1: Bicycle mode share	-80	-170	-180
ST 2: Pedestrian mode share	-110	-120	-130
ST 3: Micromobility and shared mobility	Supportive (no measurable GHG reductions)		
ST 4: Public transit service	-3,610	-5,660	-6,910
ST 5: Commuter programs	Less than -10	-70	-160
ST 6: Transportation Demand Management	-2,010	-7,950	-13,410
ST 7: Transit-oriented development	-10,200	-18,920	-23,700

# EXECUTIVE SUMMARY

Measure	2030	2040	2045
SW 1: Composting program	-1,030	-1,710	-1,850
SW 2: Expanded recycling service	-6,070	-7,730	-8,820
SW 3: Waste awareness and source reduction	-2,080	-4,050	-5,590
WW 1: Water efficiency retrofits for existing buildings	-170	-300	-360
WW 2: Water-efficient landscaping	Less than -10	-10	0
WW 3: Water efficiency in new construction	Less than -10	-10	-20
OR 1: Alternative fuel lawn and garden equipment	-3,660	-7,130	-9,890
<b>Total</b>	<b>-196,360</b>	<b>-367,960</b>	<b>-468,780</b>

*Note: Due to rounding, totals may not equal the sum of the component parts.*

When the CAP is fully implemented, it is projected to reduce GHG emissions to meet or exceed San Mateo's reduction targets:

- Projected 2030 emissions with the CAP are 311,990 MTCO<sub>2</sub>e, below the reduction target of 339,880 MTCO<sub>2</sub>e.
- Projected 2045 emissions with the CAP are 80,550 MTCO<sub>2</sub>e, below the City's reduction target of 84,970 MTCO<sub>2</sub>e

# EXECUTIVE SUMMARY

## Implementation

Successfully achieving these GHG reductions depends on effective implementation of the CAP. The CAP includes a work plan to help identify the lead City department(s), timeframe, and estimated staff time for each of the GHG reduction measures, which will help prioritize the measures and identify a work program. City staff will monitor implementation of the CAP, report annually on CAP implementation, and will revise the work program as needed to ensure the best use of City and community resources. This approach will help ensure that San Mateo stays on track to meet or exceed its GHG reduction targets and will make it easier to update the CAP in future years, as necessary.



New and emerging technologies, such as systems that track real-time energy use and suggest ways to improve energy efficiency, can help San Mateo continue to reduce its GHG emissions.

*Photo by Dennis Schroeder/NREL (22290)*



# EXECUTIVE SUMMARY



**Addressing climate change will help provide numerous benefits to San Mateo community residents, including supporting the conservation of San Mateo's outdoor resources.**

*Photo by City of San Mateo*

# EXECUTIVE SUMMARY

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# City of San Mateo Climate Action Plan



## Chapter 1 Introduction

This Climate Action Plan (CAP) demonstrates the City of San Mateo's leadership and commitment to reduce greenhouse gas (GHG) emissions.

This CAP is a comprehensive strategy to reduce GHG emissions and streamline the environmental review of GHG emissions of future development projects in the City of San Mateo, consistent with the California Environmental Quality Act (CEQA) Guidelines Section 15183.5(b). The CAP identifies a strategy, reduction measures, and implementation actions the City will use to achieve targets consistent with State recommendations of 85 percent below 1990 emissions levels by 2045.

### GHG Reduction Targets

This CAP implements a key goal of the City's 2040 General Plan by achieving the City's adopted GHG reduction targets for 2030 and 2045, which align with State-recommended GHG reduction goals.





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## PURPOSE

The City of San Mateo first adopted a CAP in 2015, based on a long-standing commitment to environmental stewardship and sustainability. This CAP consolidated and updated multiple earlier plans, consistent with the City's 2030 General Plan, including the Sustainable Initiatives Plan (adopted in 2007), Greenhouse Gas Emissions Reduction Program (adopted in 2010), and the Climate Action Plan for Operations and Facilities (adopted in 2008). Regionally, the 2015 CAP drew on the City's involvement with countywide climate action planning efforts. The 2015 CAP integrated early and ongoing efforts into a single plan that supported the General Plan and followed CEQA and air quality guidelines set by the State and BAAQMD.

The 2015 CAP recommended that the document be updated at least once every five years to address emerging issues and changing best practices related to GHG emissions, including new regulations, the availability of new technologies, and changes to development patterns. The City completed an update to the CAP in 2020 and again in 2023. This CAP preserves the structure and format of the 2015 document while providing updated information, an expanded set of GHG reduction measures, a longer-term planning horizon, and alignment with the goals of the Strive San Mateo General Plan 2040. As a result, this CAP provides a revised framework for addressing GHG emissions in the community, including an updated consolidated framework for the review and analysis of GHG emissions from new development activities.

Although the CAP was recently updated and adopted, the City's update to the Strive San Mateo General Plan 2040 and new State laws necessitate a technical update to the CAP so that the CAP will maintain consistency with the Strive San Mateo General Plan 2040 when adopted and can continue to serve as a qualified GHG reduction strategy.

Since the City's adoption of the CAP in 2020, the State of California has accelerated its actions and commitments to reduce statewide GHG emissions with the passage of Assembly Bill (AB) 1279 codifying the State's commitment to be carbon neutral by 2045. As part of this commitment to carbon neutrality, AB 1279 directs a minimum statewide reduction of GHGs to at least 85 percent below 1990 levels by 2045. In addition to State targets, the CAP and General Plan must follow regional air district guidance and thresholds to serve as the City's qualified GHG reduction strategy. In April 2022, the Bay Area Air Quality Management District (BAAQMD) approved new thresholds of significance to determine whether a proposed project, including general plans and CAPs, will have a significant impact on climate change. BAAQMD strongly recommends that cities and counties adopt a CAP that has been prepared consistent with CEQA Guidelines Section 15183.5(b) to demonstrate their ability to meet the State's GHG reduction goals for 2030 and 2045. In response to these changes, the City completed a technical update to the 2020 CAP in 2023 so that it is consistent with Strive San Mateo General Plan 2040 and continues

Warming of the climate system is unequivocal, and since the 1950s, many of the observed changes are unprecedented over decades to millennia. The atmosphere and ocean have warmed, the amounts of snow and ice have diminished, sea level has risen, and the concentrations of greenhouse gases have increased.  
– IPCC Fifth Assessment Report



to serve as the City's qualified GHG reduction strategy, as it has since 2015. The approach for this technical update is consistent with the BAAQMD guidance available.

The CAP allows City decision makers and the community to understand the sources and magnitude of local GHG emissions, establish goals to reduce GHG emissions, and prioritize steps to achieve emissions reduction targets. The CAP updates and expands the City's goals, measures, and actions to reduce community-wide GHG emissions. It also revises San Mateo's implementation program and framework to monitor and report progress.

## CLIMATE CHANGE SCIENCE

To make meaningful and effective decisions regarding GHG emissions reductions, it is important to understand the scientific and regulatory framework under which this Plan has been developed. This section provides a brief introduction to the scientific research efforts to understand how climate change occurs and its global implications, and describes the federal, State, regional, and local regulations that provide guidance and inform the development of this Plan.

Since the early 1990s, scientific consensus holds that the world's population is releasing GHGs faster than the earth's natural systems can absorb them. These gases are released as byproducts of fossil fuel combustion, waste disposal, industrial processes, land-use changes, and other human activities. While often used interchangeably, there is a difference between the terms "climate change" and "global warming." According to the National Academy of Sciences, climate change refers to any significant, measurable change of climate lasting for an extended period that can be caused by both natural factors and human activities. Global warming, on the other hand, is an average increase in the temperature of the atmosphere caused by increased GHG emissions. The use of the term "climate change" is more accurate because it encompasses all changes to climate, not just temperature.

## Greenhouse Effect

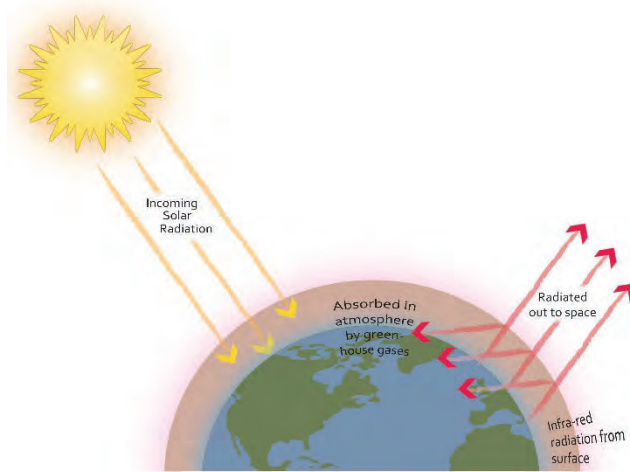
The release of gases, such as carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O), creates a blanket around the earth that allows light to pass through but traps heat at the surface preventing its escape into space (**Figure 1**). These gases function similarly to the glass panes of a greenhouse, which allow sunlight to pass into the building but trap heat inside, hence the name for this process: the greenhouse effect. While the greenhouse effect is a naturally occurring process that is vital for the existence of life, human activities have accelerated the generation of GHGs beyond natural levels. The overabundance of the gases that cause this effect, known as greenhouse gases, in the atmosphere has led to an unexpected warming of the earth and has the potential to severely impact the earth's climate system.

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## Climate Change Impacts

The continued release of GHGs at or above the current rate will continue to increase average temperatures around the globe. These increases in global temperatures are likely to change our planet's climate in ways that will have significant global, regional, and local long-term effects.

**Figure 1: The Greenhouse Effect**



Source: National Oceanic and Atmospheric Administration, National Climatic Data Center. 2008. NOAA Satellite and Information Service.

## Global Climate Change Impacts

The Intergovernmental Panel on Climate Change's (IPCC) Fifth Assessment Report summarizes the most recent scientific understanding of global climate change and projects future conditions using the most comprehensive set of recognized global climate models. The report, released in 2013, considers all impacts human activities have on global temperature, and states that there is at least a 95 percent probability that "human influence has been the dominant cause of the observed warming since the mid-20<sup>th</sup> century." The Fifth Assessment Report projects four different temperature scenarios, all of which project 2016–2035 temperatures 0.54 to 1.26°F warmer than the 1986–2005 average temperature, and potentially over 7.2°F by 2100 under the most aggressive scenario.

It is extremely likely [at least a 95% probability] that human influence has been the dominant cause of the observed warming since the mid-20th century.  
– IPCC Fifth Assessment Report

As asserted in the IPCC Fifth Assessment Report and other scientific studies, if trends remain unchanged, continued GHG emissions above current rates will induce further warming changes in the global climate system and pose even greater risks than those currently witnessed. **Figure 2** shows the effects of additional warming on global temperatures. Given the scientific basis of climate change and expected trends, the challenge remains to prepare for and mitigate climate change through deliberate global and local action.

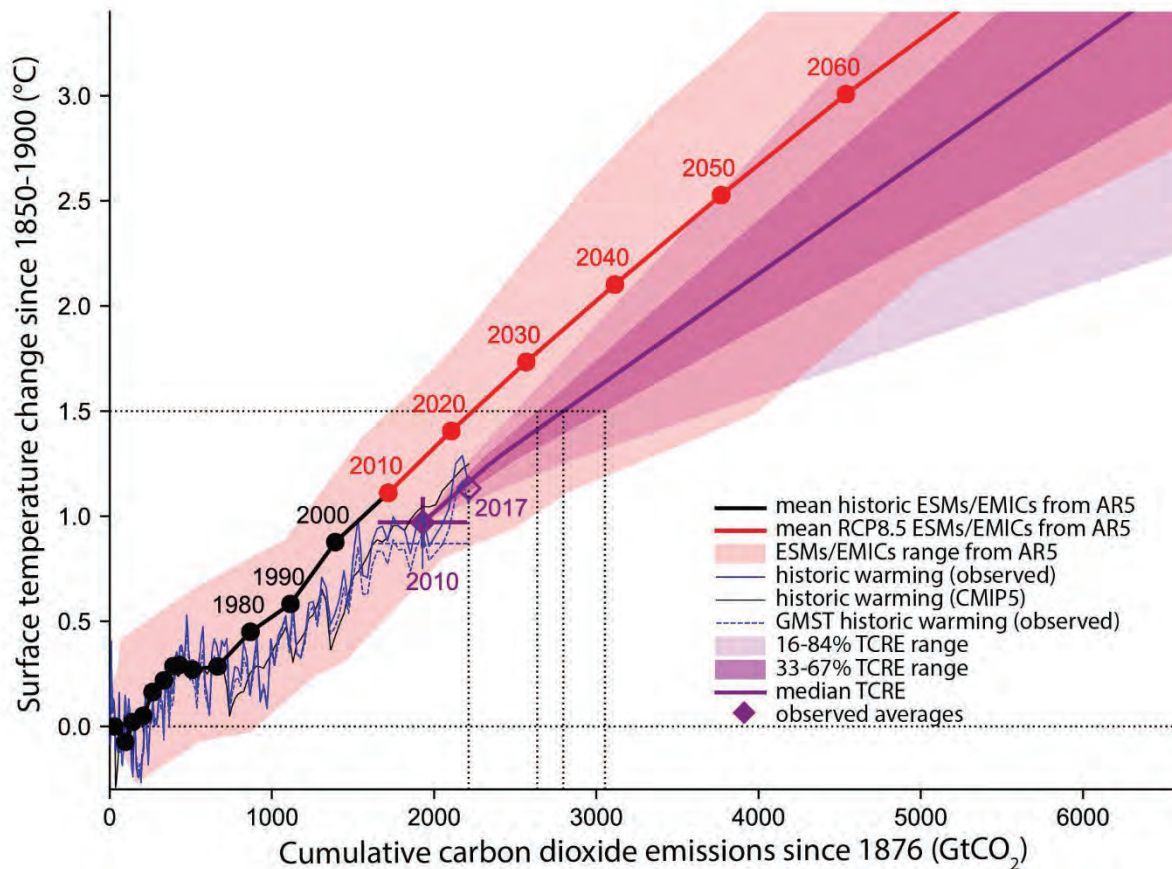
## Emission Scenarios

The future severity of climate change depends on future GHG emission trends worldwide. If GHG emissions drop quickly and significantly, scientists project that there will be fewer substantial changes in future climate conditions. If emissions continue to increase, or only decline slowly and in the more distant future, severe climate change is more likely. These emission trends depend on political actions, economic conditions, individual behavior, and many other factors.

The global scientific community commonly uses four scenarios, called Representative Concentration Pathways (RCPs). In California, the best available data is for two of these scenarios: RCP 4.5 (a medium-low emissions scenario) and RCP 8.5 (a high emissions scenario). For the sake of a conservative analysis that identifies the greatest potential range of climate change effects, this section presents results of the RCP 8.5 scenario.

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Figure 2: Potential Global Temperature Increases



Historic and potential future global temperatures, depending on different levels of future GHG emissions. The red line shows the expected temperature trend without significant worldwide action to reduce GHG emissions

Source: Intergovernmental Panel on Climate Change, 2019

## Climate Change Impacts to California and the City of San Mateo

The City of San Mateo, like most communities in California, is expected to experience multiple direct impacts as a result of climate change, including potential flooding, sea level rise, wildfires, drought, extreme heat, and negative effects on public health and biodiversity. Research suggests that California will experience hotter and drier conditions, reductions in winter snow and increases in winter rains, sea level rise, significant changes to the water cycle, and an increased occurrence of extreme weather events. Such compounded impacts will affect transportation networks, water supplies, and economic systems throughout the state, with likely ramifications in the City of San Mateo. To refrain from action is costly and risky; the California Fourth Climate Change Assessment

estimates that no action to address the potential impacts of climate change will lead to economic losses of “tens of billions of dollars per year in direct costs” and “expose trillions of dollars of assets to collateral risk.” **Table 1** summarizes potential impacts in California due to climate change.

**Table 1: California Climate Change Impacts**

Climate Impact	Historical Trends	Future Direction of Change	Confidence for Future Change
Temperature	Warming	Warming	Very High
Sea Level Rise	Rising	Rising	Very High
Snowpack	Declining	Declining	Very High
Annual Precipitation	No Significant Trends	Unknown	Low
Intensity of Heavy Precipitation Events	No Significant Trends	Increasing	Medium-High
Frequency of Droughts	No Significant Trends	Increasing	Medium-High
Frequency and Intensity of Santa Ana Winds	No Significant Trends	Unknown	Low
Marine Layer Clouds	Some Downward Trends	Unknown	Low
Acres Burned by Wildfire	Increasing	Increasing	Medium-High

*Source: Bedsworth, Louise, Dan Cayan, Guido Franco, Leah Fisher, Sonya Ziaja. (California Governor’s Office of Planning and Research, Scripps Institution of Oceanography, California Energy Commission, California Public Utilities Commission). 2018. Statewide Summary Report. California’s Fourth Climate Change Assessment. Publication number: SUMCCCA4-2018-013.*

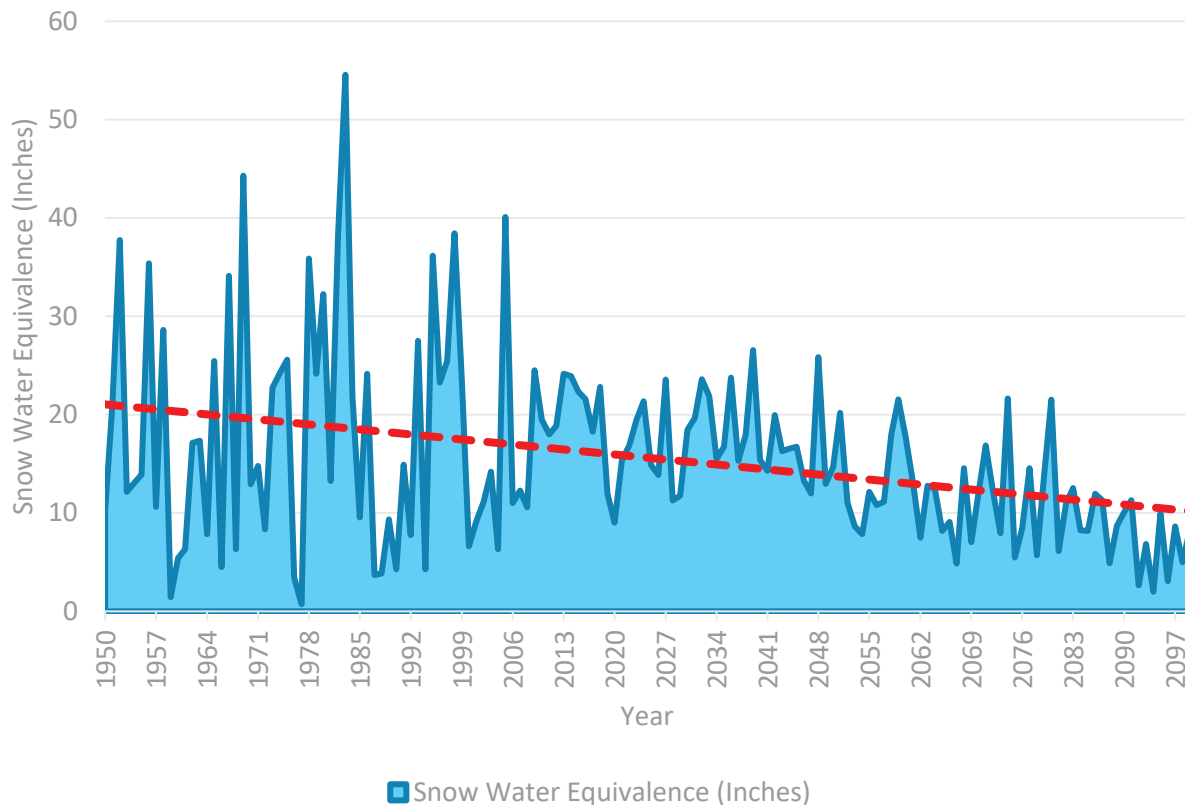
## Decreased Supply of Fresh Water

The State’s water supply is already under stress and is anticipated to shrink under even the most conservative climate change scenario. Warmer average global temperatures cause more precipitation to fall as rain instead of snow, making the winter snowfall season shorter and accelerating the rate at which the snowpack melts in the spring. The Sierra snowpack is estimated to decline by at more than two-thirds below its historical average by 2050. **Figure 3** shows anticipated changes in snowpack levels above the Hetch Hetchy reservoir watershed, the source of most of the water used in San Mateo, under a high GHG emissions scenario. With rain and snow events becoming less predictable and more variable, the rate of flooding could increase beyond what is currently considered flood-prone, and California’s ability to store and transport fresh water for consumption could decrease. Further, warmer weather will lead to longer growing seasons and increased agricultural demand for

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water throughout the state, as well as an increase in the prevalence of ticks, mosquitos, and other vectors for harmful diseases.

**Figure 3: Historic and Projected Snowpack Levels Impacting San Mateo’s Water Supply**



Source: Cal-Adapt 2019.

## Increased Severity and Frequency of Flood Events

Forecasts indicate more intense rainfall events, generating more frequent or extensive runoff, and flooding that may result from a changing climate. According to Cal-Adapt, these intense rainfall events historically occurred an average of 11 times per year and are projected to increase to an average of 13 times per year by 2050 and an average of 16 times by 2100. Localized flood events may increase in periods of heavy rain. As explained by the California Fourth Climate Change Assessment, California’s water system is structured and operated to balance between water storage for dry months and flood protection during rainy seasons. Although climate change is likely to lead to a drier climate overall, risks from regular, more intense rainfall events can generate more frequent and/or more severe flooding that upsets this managed balance between storage and protection. Areas along creeks, including Laurel Creek and San Mateo Creek, and east of El Camino Real are at a higher risk of flooding.



Climate change may increase the frequency and severity of storms and expand the parts of the city that are considered prone to flooding. Additionally, erosion may increase, and water quality may decrease because of increased rainfall amounts.

## Rising Sea Levels

Sea level rise is attributed to the increase of average ocean temperatures and the resulting thermal expansion and the melting of snow and ice contributing to the volume of water held in the oceans. While many effects of climate change will impact the region, sea level rise is one specific impact that has been extensively studied and quantified, and its effects mapped. The speed and amount of sea level rise will be influenced by the increase in average temperatures and rate of melting of glacial ice. While there is a degree of uncertainty in projections, the actual rate of sea level rise is occurring more quickly than many previous projections had estimated.



**Shoreline areas of San Mateo, such as Ryder Park, may be vulnerable to sea level rise.**

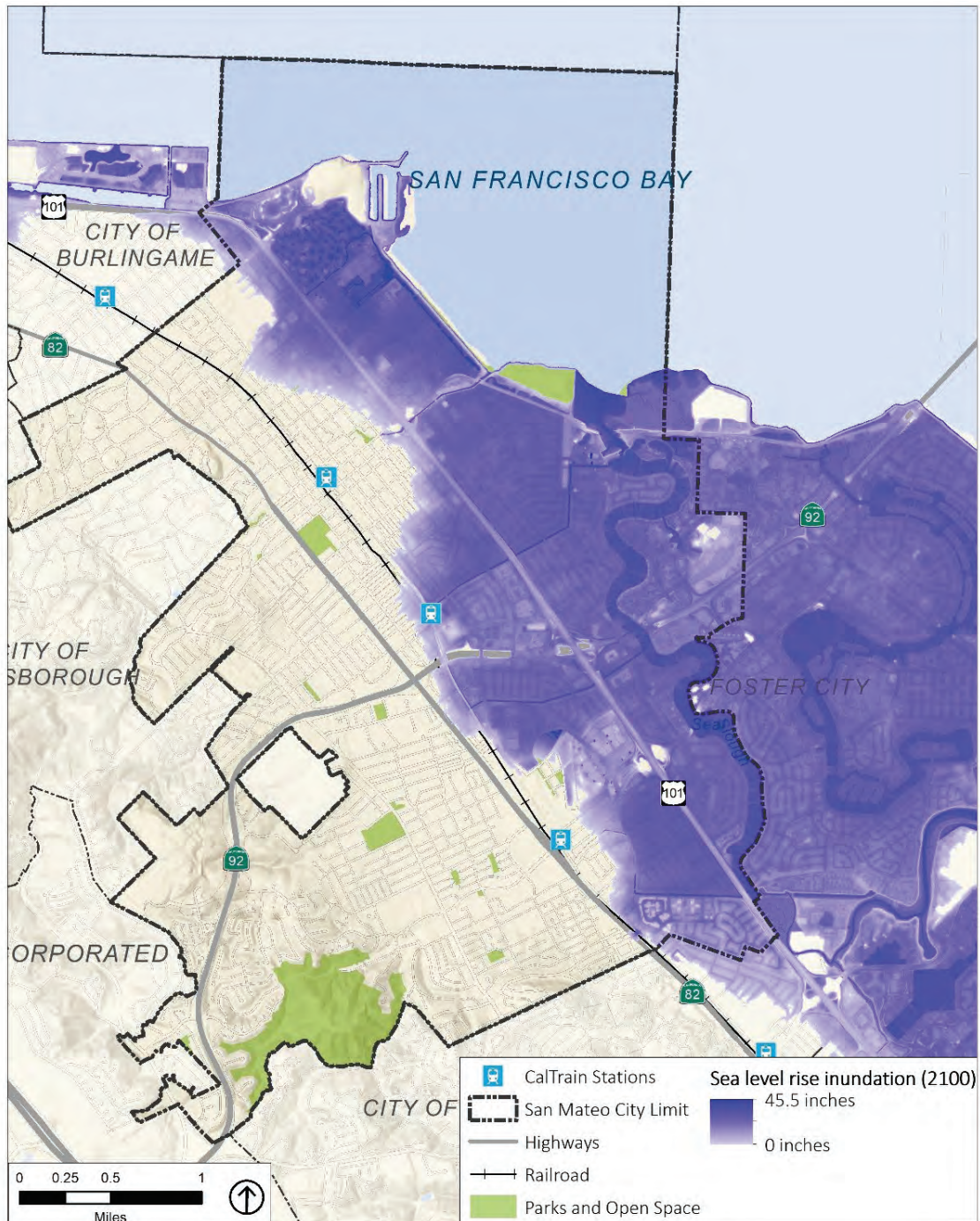
*Photo by City of San Mateo*

The California Natural Resources Agency, in partnership with the California Ocean Protection Council, issued a 2018 update to the State of California Sea-Level Rise Guidance, which states that sea levels in the San Francisco Bay Area may rise between 1.1 and 2.7 feet by mid-century and between 3.4 and 10.2 feet by the end of the century. Because it is in a low-lying coastal area, San Mateo is highly vulnerable to this threat. A sea level rise of 2 feet could inundate areas near Seal Point. If the level of San Francisco Bay rises 7 feet, water is projected to inundate all parts of San Mateo east of Highway 101, the area north of downtown, and large sections of the Hayward Park, Bay Meadows, and Laurie Meadows neighborhoods. Rising sea levels also threaten a significant portion of San Mateo's housing, commercial buildings, essential infrastructure, and economic drivers, as low-lying land near the shoreline could be subject to more frequent flooding. Affected essential infrastructure includes US Highway 101, State Route (SR-) 92, and the Caltrain station and associated railroad infrastructure. Meanwhile, rising tides may increase groundwater levels, inundating contaminated soils. Given that some contaminated sites in San Mateo sit near the shoreline, rising groundwater may cause contaminated soils to leach into new, different areas. **Figure 4** shows the parts of San Mateo that are expected to be inundated by sea level rise by 2100.



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Figure 4: Sea Level Rise in San Mateo (2100)



Source: Adapting to Rising Tides 2019, City of San Mateo 2019, San Mateo County 2019, ESRI 2019, PlaceWorks 2019

## Deteriorating Public Health

Heat waves are expected to have a major impact on public health, as well as decreasing air quality and increasing mosquito breeding and mosquito-borne diseases. Further, climate change is expected to alter the spread and prevalence of disease-carrying insects, organisms, or people, referred to as vectors, in addition to leading to a possible decrease in food quality and security. Vector control districts throughout the State are already evaluating how they will address the expected changes to California's climate.

According to a report from the California Air Resources Board (CARB), the warming climate will increase ozone levels in California's major air basins, leading to upwards of 6 to 30 more days per year with ozone concentrations that exceed federal clean-air standards. The number of extreme heat days per year (when the daily average temperature exceeds 90 degrees) is also projected to double from mid-century to the end of the century.

Cost-effective measures to reduce GHG emissions and protect public health are important for local governments. The new CARB study provides evidence of what is becoming known as the "climate penalty," where rising temperatures increase ground-level ozone and airborne health-damaging particles, despite the reductions achieved by programs targeting smog-forming emissions from cars, trucks, and industrial sources. The elderly, young, and sensitive populations most likely to be impacted by climate change are also those that often lack sufficient resources to adapt. Such vulnerable demographics are likely to need assistance to respond to climate change. Social equity issues related to the unequal distribution of resources and increased costs to address community-wide health risks will need to be addressed proactively to reduce the potential for financial strain on local governments.

## Increased Rate of Wildfires

Wildfire risk is based on a combination of factors including rainfall, winds, temperature, and vegetation. According to California Fourth Climate Change Assessment, higher temperatures, longer dry periods, and increased frequency of high velocity winds over a longer fire season will directly increase wildfire risk. Indirectly, wildfire risk will also be influenced by potential climate-related changes in vegetation and ignition potential from lightning. Historically, the annual average area burned in San Mateo was 50 acres. According to Cal-Adapt, under a higher emissions scenario, this could increase to an average annual burn area of 120 acres by 2050 and 132 acres by 2100. The hills behind San Mateo, east of Interstate (I-) 280, are also expected to see an increase in wildfire frequency, and fires in this area could cause damage in the community or impact local air quality.

## Negative Impacts on Wildlife

As temperatures rise, species are migrating north in California or to higher elevations. This ecological shift disrupts the food chain and prevents some plant species from being pollinated. Water and food supplies are expected to be more variable and to shift as the seasons change. The California Office of Emergency Services and the California Natural Resources Agency note that those species that are unable to migrate face the danger

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of extinction: “The amount of future warming expected in California may likely exceed the tolerance of endemic species (i.e., those that are native to a specific location and that only occur there) given their limited distribution and microclimate.”

Reduction in soil moisture will result in early dieback of many plants, potentially leading to conflicts with animal breeding seasons and other natural processes. Many of the potential effects on wildlife are still being studied, but with a limited ability to adapt to new climates and the expected success of invasive species, pests, and pathogens in future climate conditions, there is a potential for severe species loss.

Several potential hydrological changes associated with global climate change could also specifically influence the ecology of aquatic life in California and have several negative effects on cold-water fish. For example, if a rise in air temperature by just a few degrees Fahrenheit occurs, this change could be enough to raise the water temperatures above the tolerance of salmon and trout in many streams, favoring instead non-native fishes such as sunfish and carp. Unsuitable summer temperatures would be particularly problematic for many of the threatened and endangered fish that spend summers in cold-water streams, either as adults or juveniles or both. Additionally, oak woodlands, a habitat found in San Mateo, is vulnerable to climate stressors that alter water availability or soil temperature.

## LOCAL CONTEXT

The CAP has been an implementation program of the City’s 2030 General Plan. The City of San Mateo adopted the 2030 General Plan in 2010. As part of the General Plan update, the City prepared and adopted the 2010 Greenhouse Gas Emissions Reduction Program (Program). The 2010 Program was the City’s first step to consolidate City efforts into a framework for reducing GHG emissions consistent with the California Global Warming Solutions Act. The 2010 Program was based on the City’s Sustainable Initiatives Plan adopted in the early stages of the 2030 General Plan update. The City revised its approach four years later by developing the 2015 CAP, in response to evolving guidance and new protocols. This CAP supersedes the 2015 document.

## 2030 and 2040 General Plan

The 2030 San Mateo General Plan presents the City’s vision for establishing San Mateo as a diverse community with an exceptional quality and character. The General Plan envisions a preeminent City with balanced commercial and residential growth, with a distinguished downtown and viable, wholesome neighborhoods driven by a solid, healthy economic and financial base.

The City’s General Plan contains goals and policies which regulate urban development, the protection of the natural environment, and public safety. It reflects the community’s long-term vision and provides a goal and policy framework to guide land use and planning-related decisions, and future funding decisions. The General Plan also enables citizens and those seeking to develop property to understand San Mateo’s values and

objectives. The General Plan also establishes the City's vision of serving as a leader in addressing the environmental effects of climate change with education, promotion, and fostering sustainable development.

The General Plan establishes a set of GHG reduction goals and directs the City to reduce emissions to achieve these goals by developing a comprehensive GHG reduction strategy. The Sustainable Initiatives Plan initially fulfilled this role, followed by the 2015 CAP. This CAP will serve as the new GHG reduction strategy for San Mateo.

The City and community members are currently updating San Mateo's General Plan and will replace it with the community's 2040 General Plan called Strive San Mateo General Plan 2040. This process began in 2018 and the Strive San Mateo General Plan 2040 is set to be adopted in 2024. Future updates to the CAP will reflect any new policies or visions in Strive San Mateo General Plan 2040.

## Sustainable Initiatives Plan

Adopted in 2007, the Sustainable Initiatives Plan was prepared by the City's Sustainability Advisory Committee to the City Council, which was an ad hoc committee created for the sole purpose of developing the plan and has since been disbanded. The Sustainable Initiatives Plan provided the City's overall commitment and framework for reducing GHG emissions and achieving sustainability. This document established the City's first GHG emissions target of reducing emissions below 1990 levels by 2020 and to 80 percent below 1990 levels by 2050, consistent with State-adopted targets and goals at that time. Strategies in the Sustainable Initiatives Plan included a commitment to incorporate sustainability into policies and foster GHG reductions throughout the community. Community strategies suggested in the Sustainable Initiatives Plan addressed a broad array of issues, from increasing bicycle and pedestrian mode share to facilitating energy efficiency and renewable energy throughout the community. The City implemented the Sustainable Initiatives Plan and its companion GHG Reduction Program (presented below), monitored progress, and presented annual updates on this document to the City Council.

## 2010 Greenhouse Gas Emissions Reduction Program

As part of the City's General Plan update in 2010, the City prepared the 2010 Program. Adopted as an appendix to the General Plan and General Plan Environmental Impact Report (EIR), the Program supported the General Plan with an analysis of GHG emissions. Building on the 2007 Sustainable Initiatives Plan, the Program quantified strategies in the Sustainable Initiatives Plan for anticipated impacts on GHG reductions. An implementation plan in the Program also identified the City's strategy to monitor GHG reductions and achieve the 2020 reduction target. Preparation of the Program included the development of a monitoring and reporting tool to track progress over time.



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The Program sought to streamline the review of new development by demonstrating consistency with BAAQMD guidance. The City fully analyzed and adopted the Program in the General Plan EIR to facilitate streamlining of new development review. Accordingly, the City used the Program to review and consider new development applications for GHG emissions.

## Climate Action Plan for Operations & Facilities

In 2008, San Mateo prepared a Climate Action Plan for Operations & Facilities, which includes a 2006 inventory of emissions from municipal operations and applies the targets identified in the Sustainable Initiatives Plan to the City. It covers emissions from energy use in City buildings, fuel use of City vehicles and equipment, commute habits of City employees, and waste thrown away at City facilities. This plan contains policies and specific capital improvements to help achieve these targets, along with recommendations for adapting to the impacts of climate change and how to educate City staff about reducing emissions. In 2010, the Climate Action Plan for Operations & Facilities was incorporated into San Mateo's General Plan as an appendix.

## 2015 Climate Action Plan

The City adopted a comprehensive CAP in 2015 that integrated San Mateo's earlier sustainability efforts into a single document. It provided an analysis of San Mateo's community-wide GHG emissions for the years 2005 and 2010, forecasted these emissions out to 2030, and established a new GHG reduction target of 35 percent below 2005 levels by 2030. This target, along with the targets of 15 percent below 2005 levels (equivalent of 1990 levels) by 2020 and 80 percent below 1990 levels by 2050, were included in the General Plan as part of the 2015 CAP adoption process. The 2015 CAP listed 28 GHG reduction measures to reduce the community's emissions, as well as a set of implementation and monitoring efforts to help put the plan into effect. This CAP is an update to the 2015 CAP.

## Regionally Integrated Climate Action Planning Suite

San Mateo has participated in the Regionally Integrated Climate Action Planning Suite (RICAPS) effort. The City/County Association of San Mateo County (C/CAG) has led this project as a countywide effort to support regional climate action planning. Originally funded by grants from BAAQMD and Pacific Gas and Electric Company (PG&E), RICAPS provides tools and a forum for ongoing countywide efforts. Tools developed through the RICAPS effort include a template of workbooks and documents available for local use. RICAPS also facilitated preparation of recent year inventories for jurisdictions in San Mateo County, including 2010, 2015, 2017, and 2019 community-wide GHG inventories for each participating jurisdiction. Jurisdictions in RICAPS continue to coordinate for a regional approach to monitoring GHG emissions and progress to local climate action planning targets.

# INTRODUCTION

While the City of San Mateo continues to participate in the RICAPS effort, the City has developed this CAP as an independent, customized CAP for the community shaped by the City's unique background and locally adopted priorities.

## REGULATORY FRAMEWORK

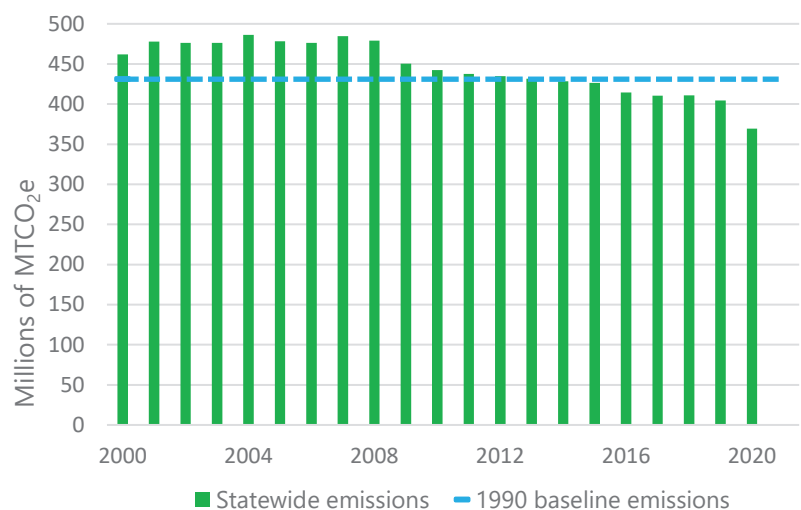
California law first addressed climate change in 1988, when AB 4420 directed the State to prepare a GHG inventory and study the impacts of climate change. Since then, California has adopted several laws to assess climate change, analyze GHG emissions and their effects, reduce emissions, and prepare for the impacts of climate change. Many of these laws and associated regulations affect local governments, although only some create specific requirements for individual communities.

### Executive Order S-03-05 and Assembly Bill 32 – California Global Warming Solutions Act of 2006

In 2005, former Governor Schwarzenegger issued Executive Order S-03-05, which established the first statewide GHG reduction goals for California: reduce emissions to 2000 levels by 2010, reduce emissions to 1990 levels by 2020, and reduce emissions 80 percent below 1990 levels by 2050.

AB 32, the California Global Warming Solutions Act, was approved by the legislature and signed by former Governor Schwarzenegger in 2006. The landmark legislation requires CARB to develop regulatory and market mechanisms that will reduce GHG emissions to 1990 levels by 2020, codifying the 2020 target in Executive Order S-03-05. AB 32 also directed CARB to identify early action items that could be quickly implemented, to develop a scoping plan to identify the most technologically feasible and cost-effective measures to achieve the 2020 target and create and adopt regulations requiring major emitters to report and verify their emissions.

The Climate Change Scoping Plan (first adopted in 2009 and then updated in 2014, 2017, and 2022) employs a variety of GHG reduction measures that include direct regulations, alternative compliance mechanisms, incentives, voluntary actions,



California's 2020 reduction goal under AB 32 is 431 million MTCO<sub>2</sub>e. In 2020, the State emitted approximately 370 million MTCO<sub>2</sub>e, reducing emissions below the State's 2020



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and market-based approaches like a cap-and-trade program. The 2022 Scoping Plan identifies local governments as strategic partners to achieving the State goal of reducing human-caused emissions to 85 percent below 1990 levels and achieving carbon neutrality by 2045. ..

## Senate Bill 375 – Sustainable Communities and Climate Protection Act of 2008

Senate Bill (SB) 375 builds off AB 32 and aims to reduce GHG emissions by linking transportation funding to land use planning. It requires metropolitan planning organizations (MPO) to create a sustainable communities strategy (SCS) in their regional transportation plans for reducing urban sprawl. Each SCS will demonstrate strategies each region will use to achieve the GHG emissions reduction target set by CARB for 2020 and 2035. In 2013, the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) adopted Plan Bay Area, consisting of both the region's first SCS and 2040 Regional Transportation Plan. The plan was updated in 2017 (Plan Bay Area 2040) and 2022 (Plan Bay Area 2050).

## Executive Order B-30-15 and Senate Bill 32

In 2015, former governor Jerry Brown signed Executive Order B-30-15, which directed state agencies to take several steps to reduce statewide GHG emissions and adapt to changing climate conditions. One section of this executive order set GHG reduction goal for the state of 40 percent below 1990 levels by 2030. In 2016, SB 32 was passed, codifying this GHG reduction goal into law as an official state target.

## Executive Order B-55-18

In 2018, former governor Jerry Brown issued Executive Order B-55-18, which established an additional statewide goal of achieving carbon neutrality (no net GHG emissions) by 2045. Under this goal, any GHGs that are emitted by California must be fully offset by other activities by 2045. While this goal does not yet have the force of law, it does indicate the direction that the state is moving in and may be a reference point for future legislative action.

## Assembly Bill 1279 – California Climate Crisis Act

In 2022, the California legislature passed AB 1279, the California Climate Crisis Act, which updated the State's targets for mitigating GHGs. California must achieve net carbon neutrality for GHG emissions by 2045 and reduce emissions to at least 85 percent below 1990 levels. The 2022 update to the Scoping Plan identifies a path to achieving the AB 1279 target.

## Bay Area Air Quality Management District CEQA Air Quality Guidelines

Developing a CAP can also provide streamlined environmental review for new projects subject to CEQA. SB 97 directed the Governor's Office of Planning and Research (OPR) to amend the State CEQA Guidelines to address GHG emissions. OPR adopted the CEQA Guidelines in December 2009, and they went into effect on March 18,

2010. The guidelines include provisions for local governments to use adopted plans for the reduction of GHG emissions to address the cumulative impacts of individual future projects on GHG emissions (see State CEQA Guidelines Section 15183.5(b) (1)).

In 2022, BAAQMD adopted the Air District's CEQA Guidelines, including *CEQA Thresholds for Evaluating the Significance of Climate Impacts from Land Use Projects and Plans*. Appendix B of the Guidelines, *CEQA Thresholds for Evaluating the Significance of Climate Impacts*, presents BAAQMD's thresholds of significance for use in determining whether a proposed project will have a significant impact on climate change and provides the substantial evidence that lead agencies will need to support their use of these thresholds. The Strive San Mateo General Plan 2040 EIR will follow this guidance for the assessment of potential impacts related to buildout. Appendix C, *Guidance for Greenhouse Gas Reduction Strategies*, assists public agencies with preparation of community-wide GHG reduction strategies and CAPs. BAAQMD strongly recommends that cities and counties adopt a CAP that has been prepared consistent with State CEQA Guidelines, Section 15183.5(b), to demonstrate their ability to meet the State's GHG reduction goals for 2030 and 2045 and to be updated as needed to align with State targets and local and regional growth forecasts.

The City developed the CAP to consistent with CEQA Guidelines and BAAQMD's guidance. The 2023 technical update to the 2020 CAP and accompanying environmental review included in the Strive San Mateo General Plan 2040 EIR are consistent with the guidance set forth by BAAQMD for plan-level review of climate impacts and preparation of community-wide GHG reduction strategies (which parallel and elaborate on criteria established in State CEQA Guidelines Section 15183.5(b) (1)).

This CAP continues to meet the requirements of the CEQA Guidelines and commitments in the Land Use Element of the General Plan, as outlined below.

- Quantify emissions, both existing and projected over a specified period, resulting from activities within a defined geographic area (see **Chapter 2**).
- Establish a level, based on substantial evidence, below which the contribution of emissions from activities covered by the plan would not be cumulatively considerable (see **Chapter 2**). This CAP identifies two targets, consistent with State guidance, that are further addressed in **Chapter 2**.
  - Reduce emissions to 40 percent below 1990 levels (49 percent below 2005 levels) by 2030.
  - Reduce emissions to 85 percent below 1990 levels (87 percent below 2005 levels) by 2045.
- Identify and analyze the emissions resulting from specific actions or categories of actions anticipated within the geographic area (see **Chapter 3** and **Chapter 4**).
- Specify measures or a group of measures, including performance standards that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level (see **Chapter 4**).

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- Establish a mechanism to monitor the plan's progress toward achieving the level and to require amendment if the plan is not achieving specific levels (see **Chapter 4**). As referenced in the General Plan Land Use Element (page LU-29-40), the City has developed a monitoring and implementation tool to track GHG emission changes over time. This CAP expands and updates the City's monitoring framework with an implementation plan, updated monitoring tool, and a checklist for new development as described in **Chapter 4** and **Appendix 3**.
- Adopt the GHG Reduction Strategy in a public process following environmental review. The 2020 CAP, as updated in 2023, is evaluated under the Strive San Mateo General Plan 2040 EIR.

## Role of the Climate Action Plan in CEQA Implementation

Consistent with the State CEQA Guidelines, lead agencies may use adopted GHG reduction plans to assess the cumulative impacts of discretionary projects on climate change. In addition, the guidelines provide a mechanism to streamline development review of future projects.

Specifically, lead agencies may use adopted plans consistent with State CEQA Guidelines Section 15183.5 to analyze and mitigate the significant effects of GHGs under CEQA at a programmatic level by adopting a plan for the reduction of GHG emissions. Later, as individual projects are proposed, project-specific environmental documents may tier from and/or incorporate by reference that existing programmatic review in their cumulative impacts analysis. Project-specific environmental documents prepared for projects consistent with the General Plan and the CAP may rely on the programmatic analysis of GHGs contained in this document.

A project-specific environmental document that relies on this CAP for its cumulative impacts analysis must identify specific GHG reduction measures applicable to the project and demonstrate the project's incorporation of the measures. Project applicants and City staff will identify specific measures applicable to each project during project review. If applicable measures are not otherwise binding and enforceable, they must be incorporated as mitigation measures for the project. If substantial evidence indicates that the GHG emissions of a proposed project may be cumulatively considerable, notwithstanding the project's compliance with specific measures in this CAP, an EIR must be prepared for the project. This CAP includes a Consistency Checklist, contained in **Appendix 3**, which City staff can use to keep track of which reduction measures an individual project complies with. This checklist also helps project applicants quickly identify which reduction measures may apply to their project.

## CLIMATE ACTION PLANNING PROCESS

The City facilitated a collaborative process to prepare the CAP. City staff, the public, and an appointed advisory body, the Sustainability and Infrastructure Commission, provided ongoing input on CAP development. Stakeholders in San Mateo vetted and recommended appropriate strategies reflective of the community. The outreach process served to develop a plan that responds to community leadership and priorities. The strategies

in this CAP reflect those community priorities and recommendations. Engaging the community also allowed the City to build and nurture partnerships necessary to implement the CAP.

## Staff Engagement

Many measures in this CAP rely on the City of San Mateo taking action to reduce community-wide GHG emissions. Interdepartmental engagement was essential in the development of the CAP to ensure that goals are attainable and appropriate for each responsible department. Members of the CAP project team consulted with staff from multiple City departments, including Public Works, Community Development, and the City Manager's Office. Drawing on the expertise of these departments helped define actions that the City was both capable and supportive of. Specific measures refined through staff engagement include transit-oriented development, sustainable streets, transportation demand management, recycling and waste reduction, development review, and housing programs.

## Sustainability and Infrastructure Commission

In 2014, City Council created the Sustainability Commission and appointed five San Mateo residents. In 2018, the City Council combined the Sustainability Commission with the Public Works Commission, forming the Sustainability and Infrastructure Commission. This body provides recommendations to the City Council for policies and programs related to environmental sustainability, transportation, and infrastructure. Throughout the CAP update process, the project team met with the City of San Mateo Sustainability and Infrastructure Commission five times to provide updates, answer questions, summarize quantitative analyses, and to collaborate on the development of new GHG reduction measures. The Sustainability and Infrastructure Commission was able to lend valuable insight into local priorities and concerns in the development of measures to meet reduction targets. This allowed for refinement of measures that focus on emissions sources and community values specific to San Mateo, helping to shape a CAP that improves the environmental, social, and economic health of the City.

# CHAPTER 1

## Public Engagement

Residents of San Mateo were invited to contribute ideas and concerns throughout the CAP development process. The project team hosted a community workshop at the San Mateo Public Library. Additionally, five public meetings with the Sustainability and Infrastructure Commission served as a platform for citizens to continue to voice their thoughts about the CAP update and related sustainability topics.

### Community Workshop

The City hosted a community workshop at the San Mateo Public Library on June 6, 2019. The goals of the forum were for participants to:

- Become aware of the project and the community's role in the planning process.
- Learn about the CAP and CAP update, and San Mateo's efforts to reduce GHG emissions.
- Learn about the City's contributions to climate change and the threat climate change poses to the community.
- Engage with the CAP update team and share what they are doing to reduce GHGs, where they think more work by the City is needed, and what they think should be in the City's strategy to address climate change.



**San Mateo community members participate in the June 6, 2019 CAP workshop.**

*Photo by PlaceWorks*

Approximately 50 people attended the workshop. The event began with a half-hour presentation by members of the CAP update project team that reviewed the sources of San Mateo's GHG emissions, an overview of the City's efforts to implement the CAP since it was first adopted in 2015, and a review of the new opportunities to reduce San Mateo's GHG emissions. After the presentation was an open house session. During this period, the project team seven large posters around the room, and participants were provided with green, yellow, and red sticky dots. Six posters listed potential GHG reduction strategies for the CAP, and participants were asked to place sticky dots on the posters as a means of voting (green for policies that participants support, yellow for policies that participants would consider but have concerns about, and red for policies that participants do not support). The project team set up blank sheets of paper next to each poster and invited participants to leave more detailed comments. The seventh poster asked participants to write down a "big idea" for GHG reduction or share other open feedback.



# INTRODUCTION

During the open house period, participants were free to visit any or all posters in any order. Members of the project team were positioned at the different posters to answer questions and help guide participants through the activity.

**Appendix 4** summarizes the results of the community workshop.



**San Mateo community members shared their big ideas for GHG reduction at a community workshop.**

*Photo by PlaceWorks*



# CHAPTER 1

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## Chapter 2

# Greenhouse Gas Inventories, Forecasts, and Reduction Targets

### BACKGROUND

State, regional, and local laws, along with agencies tasked with local regulatory oversight, have influenced common methods, and provided an impetus for identification of reduction targets in California. A greenhouse gas (GHG) emissions inventory and forecast lays the groundwork for this CAP, which seeks to align the City's GHG reduction efforts with state-recommended targets. The City is committed to achieving a 40 percent reduction from 1990 emissions levels by 2030 (equivalent to a 49 percent reduction below 2005 levels by 2030), and an 85 percent reduction from 1990 levels by 2045 (equivalent to an 87 percent reduction below 2005 levels).

### BASELINE GREENHOUSE GAS EMISSION INVENTORY

A greenhouse gas inventory is a summary of the GHG emissions occurring as a result of activities that take place within a community. In some instances, the emissions themselves may be emitted within the jurisdiction, such as emissions from a car being driven within the community's boundaries. In other cases, the emissions may occur elsewhere but are included because the activity responsible for generating the emissions took place within the jurisdiction, such as a community member using electricity generated by a power plant in another part of California. Inventories help allow elected officials, City staff, and members of the public to understand what activities generate GHG emissions.



# CHAPTER 2

## Protocols and Guidance

Reduction targets are developed based on a calculation of current and future GHG emissions, called the GHG inventory. The GHG inventory reflects the GHG emissions associated with everyday activities in the community of San Mateo, such as the electricity used in homes, miles traveled in vehicles, and waste sent to landfills.

Creation of the community inventories is based on emissions factors and methods in an evolving field of science. Over the past several years, organizations in California and throughout the United States have established protocols to assist and guide communities in assessing GHG emissions from government operations and community activities. While these protocols are not regulatory, they identify relevant sources or activities, recommend methods to estimate GHG emissions from each source, and provide consistency in the identification, assessment, and presentation of emission results across multiple jurisdictions.

In California, and as recommended by the Governor's Office of Planning and Research, many communities utilize the 2012 US Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, commonly referred to as the US Community Protocol, to identify and assess community activities. The protocol provides guidance on how to measure and report community-wide GHG emissions, including identification of relevant sources or activities, methods to estimate GHG emissions from each source, and consistency in the identification, assessment, and presentation of emissions results across multiple jurisdictions.

The City's community-wide GHG inventory was prepared using protocols and best practices identified within the US Community Protocol, supported by methods in the Local Government Operations Protocol (LGOP) v. 1.1 where appropriate.

## Prior Inventories

The CAP relies on four existing GHG inventories, which were all revised for consistency with current recommended methods and best practices as part of this CAP:

- 1) A 2005 baseline inventory originally developed by ICLEI and revised during the preparation of the 2015 CAP,
- 2) A 2010 inventory prepared as part of the regional RICAPS program (as discussed in Chapter 1),
- 3) A 2015 inventory prepared as part of the regional RICAPS program (as discussed in Chapter 1),
- 4) A 2017 inventory prepared as part of the regional RICAPS program (as discussed in Chapter 1).

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

To ensure accurate comparisons across all three existing inventories, the project team adjusted some of the methods of these past efforts to apply a consistent approach. This also helped ensure that all inventories were fully in compliance with the US Community Protocol. The project team made five key changes to the inventories:

- **Updated Global Warming Potential (GWP) figures:** Previous inventories used GWPs (measurements of how much heat is trapped by a unit of GHGs) reported in the IPCC's Second Assessment Report, first released in 1995. The project team updated these values to use the most recent GWPs from the IPCC's Fifth Assessment Report, which was released in 2013.
- **"Origin-destination" VMT methodology:** In the past, inventories utilized the "in-boundary" methodology for estimating vehicle miles travelled (VMT) in San Mateo. This method includes all VMT that occur within the city boundary, including pass-through traffic, regardless of trip origin or destination. An alternative method, the "origin-destination" method, has been determined to be a more accurate representation of VMT in a city. As a result, the inventories were updated to use this approach. The "origin-destination" VMT methodology only accounts for vehicle trips that begin and/or end within the city boundary and ignores "pass-through" trips that travel through San Mateo but begin and end elsewhere (for example, a person commuting from Redwood City to San Francisco on US-101).
- **Consistent off-road equipment method:** Previous inventories used CARB's OFFROAD2007 model to estimate total emissions from off-road equipment. The project team revised the off-road equipment emissions for all previous inventories using the updated CARB Emission Factor (EMFAC) model and updated US Environmental Protection Agency (USEPA) emission factors to maintain consistency with previous inventory methodologies.<sup>1</sup> The EMFAC model provides more reliable information about off-road equipment types and fuel use in the region than the previous version.
- **Reporting of direct access electricity:** In the past, data on total electricity use associated with direct access customers (customers that purchase electricity directly from a power provider, rather than a utility such as PGE or PG&E) in San Mateo was not available. Historically, direct access electricity consumption was estimated based on County-level direct access electricity consumption data. In recent years, direct access electricity consumption data has become available at the city level and the inventories were updated to reflect this.
- **Reporting of transmission and distribution losses for electricity and natural gas:** Transmission and distribution losses in electricity refer to the energy lost as heat during the transportation of electricity from power plants to end-users through transmission and distribution networks. Similarly, methane emissions result from transmission and distribution of natural gas and end-use leakage. Methane end-

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<sup>1</sup> EMFAC is a model developed by the California Air Resources Board to calculate statewide or regional emissions from vehicle activity data from all motor vehicles. More information can be found at: <https://arb.ca.gov/emfac/>.

# CHAPTER 2

use leakage refers to the unintentional release of methane from the final use of natural gas, such as from pipelines, storage facilities, and appliances.

- **Land use and sequestration:** Land use decisions can result in the release of emissions through the development of previously undeveloped land, or the removal (or sequestration) of carbon from the atmosphere through the creation and protection of urban trees and open space. The project team calculated land use emissions and sequestration (negative emissions) for the 2005 and 2019 inventories.

## 2019 Inventory

The project team prepared a 2019 GHG inventory to provide the most up-to-date available measurement of how San Mateo's GHG emissions have changed over time, including since the 2015 CAP. This inventory uses the same methods as the updated prior inventories, ensuring that all four inventories in the CAP are consistent with each other.

## Inventory Results

The community-wide inventories in the CAP include the following sectors, consistent with guidance in the US Community Protocol:

- **On-road transportation:** on-road vehicle trips on local roads and State highways within the city limits.
- **Commercial/industrial built environment:** electricity and natural gas used in nonresidential settings (e.g., industrial, commercial), including direct access electricity.
- **Residential built environment:** electricity and natural gas used in residential settings.
- **Off-road equipment:** the use of portable equipment and vehicles that do not travel on roads (e.g., construction or lawn and garden equipment).
- **Solid waste generation:** material produced by the community that is deposited in landfills which decompose and produce methane.
- **Landfills:** emissions that occur in the inventory year as a result of waste-in-place at a landfill that is within the community boundary or operated by the City.
- **Rail:** emissions resulting from Caltrain trips generated by passengers at three stations: San Mateo, Hayward Park, and Hillsdale, as well as emissions from freight trains.
- **Water and wastewater:** energy used to treat and pump water used and wastewater created, along with emissions from the processing of wastewater.
- **Land use and sequestration:** emissions resulting from development of previously undeveloped land and sinks (negative emissions) from carbon sequestration of open space and urban trees.

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

- **Point sources:** stationary source emissions resulting from fossil fuel combustion within the county as reported by BAAQMD. These emissions are included as an informational item and are not counted as part of the City's total emissions based on guidance from BAAQMD as they are not under the jurisdiction of the City.

**Table 2** shows the number of residents in San Mateo for the inventory years.

**Table 2: San Mateo Population (2005 – 2019)**

Indicator	2005 Value	2010 Value	2015 Value	2017 Value	2019 Value	Percentage Change, 2005–2019	Source
Population	93,400	97,110	101,610	103,470	104,599	12%	CA Dept. of Finance, ABAG

In the baseline year of 2005, the GHG emissions from the covered activities totaled 666,410 MTCO<sub>2</sub>e, as shown in **Table 3** and **Figure 5**. The sector with the largest portion of emissions was on-road transportation, which produced 282,370 MTCO<sub>2</sub>e, or 42 percent of all community emissions. The next largest sector, commercial/industrial built environment, produced 169,000 MTCO<sub>2</sub>e, 25 percent of the total. The residential built environment was the third largest sector with 25 percent of total emissions (163,770 MTCO<sub>2</sub>e) followed by solid waste generation (22,180 or 3 percent), the off-road equipment (15,900 MTCO<sub>2</sub>e or 2 percent), and landfill (7,370 MTCO<sub>2</sub>e or 1 percent) sectors. Rail emissions totaled 4,350 MTCO<sub>2</sub>e (1 percent) and water and wastewater emissions totaled 2,520 MTCO<sub>2</sub>e (less than 1 percent of total emissions). Finally, land use and sequestration were responsible for a reduction in emissions of 1,050 MTCO<sub>2</sub>e, equivalent to removing 1 percent of total emissions.



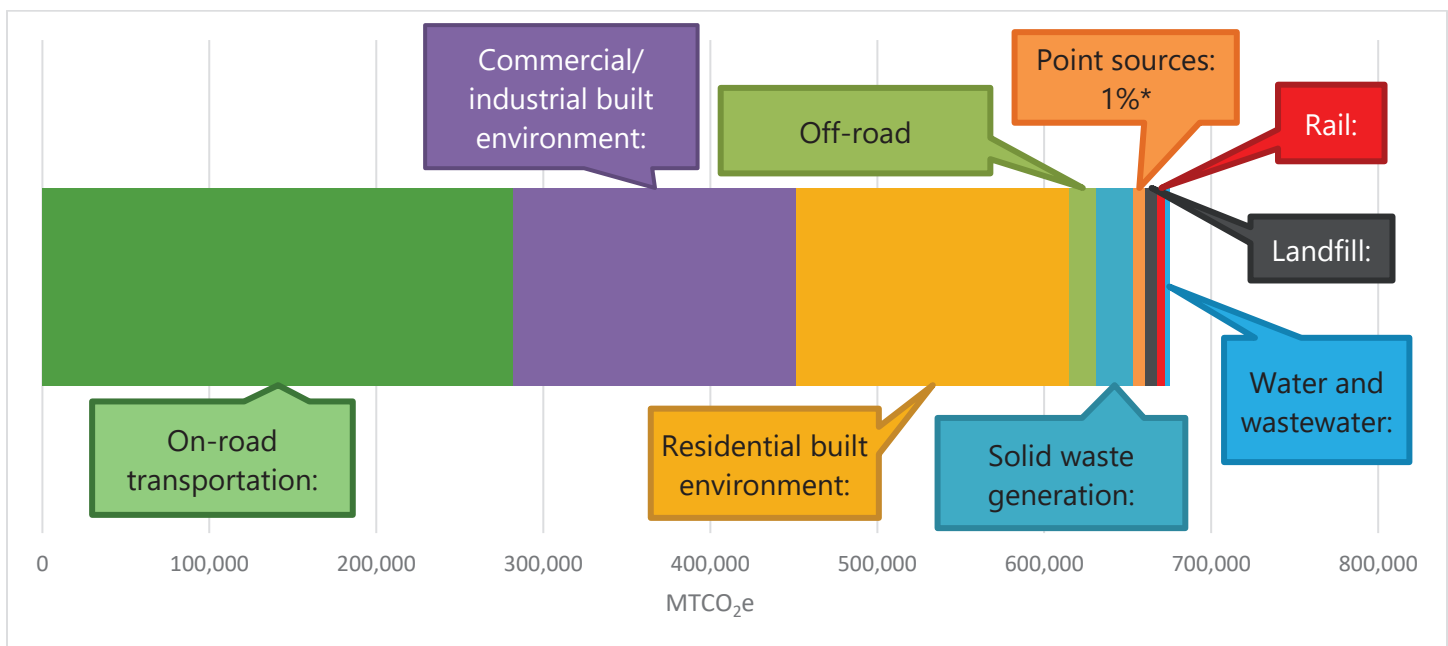
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**Table 3: San Mateo 2005 Community-Wide GHG Emissions**

Sector	MTCO <sub>2</sub> e	Percentage
On-road transportation	282,370	42%
Commercial/industrial built environment	169,000	25%
Residential built environment	163,770	25%
Solid waste generation	22,180	3%
Off-road equipment	15,900	2%
Landfill	7,370	1%
Rail	4,350	1%
Water and wastewater	2,520	0%
Land use and sequestration	-1,050	-1%
<b>Total</b>	<b>666,410</b>	<b>100%</b>
<b>Informational Items</b>		
Point sources	7,390	1%

*Note: Due to rounding, totals may not equal the sum of the component parts.*

**Figure 5: San Mateo 2005 Community-Wide GHG Emissions (MTCO<sub>2</sub>e)**



\* Point sources are included as an informational item and are not counted towards the total GHG emissions for the city.

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

## Interim Inventories

The 2010, 2015, and 2017 inventories show how San Mateo's GHG emissions have changed over time. Total emissions declined from 666,410 MTCO<sub>2</sub>e in 2005 to 520,410 MTCO<sub>2</sub>e in 2019, a decrease of 22 percent. Emissions from most sectors declined as well, except for emissions from point sources and rail activity. Overall, the relative proportion of emissions from different sectors remained similar (on-road transportation emissions remained the largest source of emissions, followed by residential and commercial/industrial built environment, then off-road equipment, etc.). **Tables 4 and 5** and **Figure 6** show the change in San Mateo's community-wide GHG emissions from 2005 to 2019.

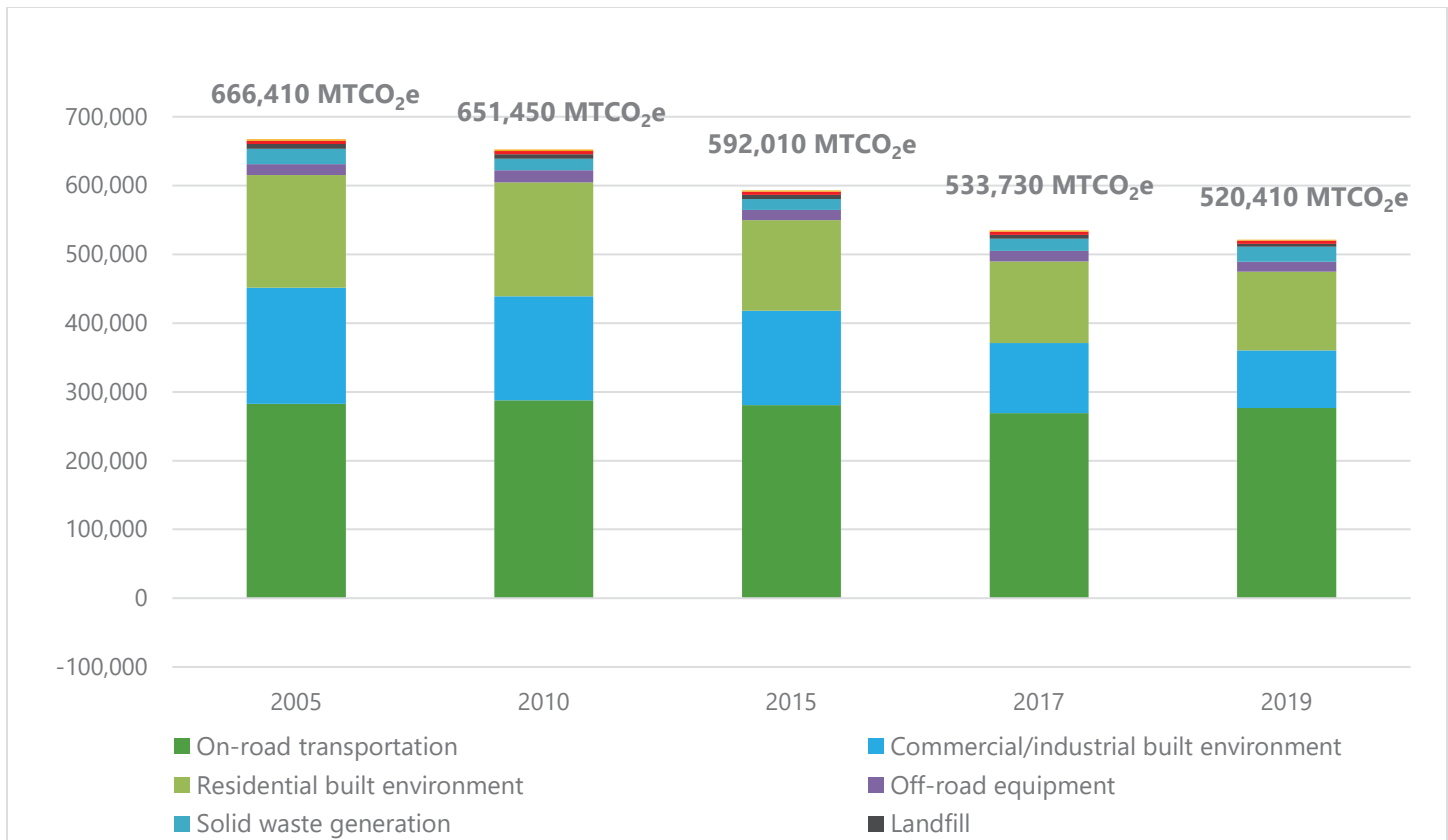
**Table 4: San Mateo 2005-2019 Community-Wide Emissions**

Sector	2005 (MTCO <sub>2</sub> e)	2010 (MTCO <sub>2</sub> e)	2015 (MTCO <sub>2</sub> e)	2017 (MTCO <sub>2</sub> e)	2019 (MTCO <sub>2</sub> e)	Percentage Change, 2005 to 2019
On-road transportation	282,370	287,550	280,570	269,110	276,560	-2%
Commercial/industrial built environment	169,000	151,200	137,350	101,720	83,660	-50%
Residential built environment	163,770	165,800	131,660	118,980	114,630	-30%
Off-road equipment	15,900	17,840	14,960	14,940	14,400	-9%
Solid waste generation	22,180	16,580	15,860	17,890	21,910	-1%
Landfill	7,370	6,670	6,030	5,800	4,180	-43%
Rail	4,350	4,480	4,410	4,520	4,440	2%
Water and wastewater	2,520	2,380	2,220	1,810	1,670	-34%
Land use and sequestration	-1050	-1,050	-1,050	-1,040	-1040	-1%
<b>Total</b>	666,410	651,450	592,010	533,730	520,410	-22%
<b>Informational Item</b>						
Point sources	7,390	7,390	11,610	14,230	18,090	145%

*Note: Due to rounding, totals may not equal the sum of the component parts.*

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**Figure 6: San Mateo 2005-2019 Community-Wide GHG Emissions (MTCO<sub>2</sub>e)**



The decrease in GHG emissions from most sectors is due to less resource use, less GHG-intensive resources, or both. For example, San Mateo buildings used approximately 10 percent less electricity in 2019 than in 2005. Additionally, the electricity used in San Mateo also generated 77 percent fewer GHGs per kilowatt-hour (kWh) in 2019 than in 2005, causing emissions from building electricity use to fall by 80 percent. In another case, San Mateo community members drove 14 percent more miles in 2019 than 2005, but cars became 15 percent cleaner during this period, causing a 2 percent decline in emissions.

It is important for community members to see their role in producing, and therefore reducing, GHG emissions. **Table 5** presents the 2005 baseline and 2019 current-year inventory results in a per-capita format. In 2005, residents produced 7.14 MTCO<sub>2</sub>e per person. In 2019 residents produced 4.98 MTCO<sub>2</sub>e per person.

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

**Table 5: San Mateo 2005 and 2019 Community Emissions (Per-Capita)**

	2005	2019
MTCO <sub>2</sub> e per-capita	7.14	4.98

## GREENHOUSE GAS EMISSIONS FORECAST

A forecast of future GHG emissions helps to ensure consistency with the guidelines for a Qualified GHG Reduction Strategy put forward by BAAQMD, as described in **Chapter 1**. A forecast allows elected officials, City staff, and community members to identify the amount of reductions necessary in order to achieve future GHG reduction targets and can help support long-range community planning efforts. The CAP update includes a forecast for the calendar years 2030, 2040, and 2045.

A GHG emissions forecast estimates how emissions would grow over time if no action is taken at the federal, State, or local level to reduce them. A set of indicators determines the extent of growth that could occur and how resulting emissions may change. An emissions forecast was prepared for San Mateo using the best available information regarding indicators and growth rates. The forecast relies on growth assumptions from the buildout projections in the Strive San Mateo General Plan 2040. Activity data rates in the forecast, such as household energy use, vehicle miles travelled, or per person waste disposal, are based on the 2019 emissions inventory.

**Table 6** presents data from 2019 and projections for the years 2030, 2040, and 2045.

**Table 6: San Mateo 2019, 2030, 2040, and 2045 Growth Indicators**

Indicator	2019 Value	2030 Value	2040 Value	2045 Value	Percentage Change, 2019–2045
Population	104,599	129,210	156,585	172,370	65%
Households	39,771	49,260	59,843	65,960	66%
Jobs	61,232	69,400	77,760	82,310	34%
Service population <sup>1</sup>	165,831	198,610	234,345	254,680	54%

<sup>1</sup> Service population is the sum of the residential population and the number of jobs.

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Each indicator is used to project future emissions for the following sectors:

- Population: off-road equipment (lawn and garden equipment, pleasure crafts, portable equipment, and recreational equipment).
- Households: Residential built environment.
- Jobs: Commercial/industrial built environment, off-road equipment (industrial equipment and light commercial equipment).
- Service population: On-road transportation, rail (Caltrain), off-road equipment (construction and mining equipment, transportation refrigeration units), solid waste generation, water and wastewater.

Emissions from direct access electricity, point sources, and freight trains are held constant, and are not projected to change over time. Construction and mining emissions, part of the off-road equipment sector, are forecasted by the change in service population. Landfill emissions are based on decomposition rates provided by CARB and are not forecasted by an indicator. Land use and sequestration emissions are based on the acreage of forested land, developed land, and urban areas, as projected by the Strive San Mateo General Plan 2040.

The project team applied these indicators to forecast future GHG emissions. Relative to 2019 emissions, San Mateo's GHG emissions are expected to rise by more than 44 percent by 2045 if no action is taken. The forecast assumes that each person in San Mateo will continue to contribute the same amount of GHGs to the community's total, so that the amount of GHGs increase as the demographics of the community change. **Tables 7 and 8** show San Mateo's forecasted community-wide GHG emissions

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

**Table 7: San Mateo Community-Wide BAU GHG Emissions Sector Totals**

Sector	2019 (MTCO <sub>2</sub> e)	2030 (MTCO <sub>2</sub> e)	2040 (MTCO <sub>2</sub> e)	2045 (MTCO <sub>2</sub> e)	Percentage Change, 2019–2045
On-road transportation	276,560	308,930	351,730	375,310	36%
Commercial/industrial built environment	83,660	93,710	104,010	109,610	31%
Residential built environment	114,630	141,960	172,460	190,110	66%
Off-road equipment	14,400	23,770	26,620	30,360	111%
Solid waste generation	21,910	26,240	30,960	33,650	54%
Landfill	4,180	4,470	3,660	3,310	-21%
Rail	4,440	5,220	6,080	6,560	48%
Water and wastewater	1,670	1,990	2,340	2,540	53%
Land use and sequestration	-1,040	-1,050	-1,050	-1,050	0%
<b>Total</b>	<b>520,400</b>	<b>605,240</b>	<b>696,810</b>	<b>750,400</b>	<b>44%</b>
Percentage Change from 2005	-22%	-9%	5%	13%	
<b>Informational Item</b>					
Point sources	18,090	18,090	18,090	18,090	0%

*Note: Due to rounding, totals may not equal the sum of the component parts.*



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## GHG EMISSIONS REDUCTION TARGETS

The California Environmental Quality Act (CEQA) Guidelines Section 15183.5(b) requires that a Qualified GHG Reduction Strategy contain a goal for substantive GHG reductions, although the guidelines do not set a specific level for what these goals should be. In the Climate Change Scoping Plan (Scoping Plan), the State provides its statewide GHG reduction targets and guidance for local communities. The CAP uses 2005 as a baseline year for measuring progress towards emission targets. In the 2015 CAP, the City adopted a GHG reduction target of 15 percent below the baseline 2005 GHG emission levels by 2020. The City chose this reduction target to remain consistent with the state-recommended target at the time, which was a reduction of 15 percent below existing levels by 2020, which is the local equivalent of the state's own adopted reduction target of reducing emissions to 1990 levels. Although "existing emission levels" was not formally defined by the Scoping Plan, agencies throughout California have often interpreted it as referring to emissions occurring between 2005 and 2008. San Mateo's GHG reduction strategies have used 2005 emissions as the "existing" levels and the State targets to inform the 2030 and 2045 targets listed below.

These statewide targets are:

- 2030: Reduce emissions 40 percent below 1990 levels, codified into law by SB 32 (2016)
- 2045: Reduce emissions 85 percent below 1990 levels and achieve carbon neutrality, codified into law by AB 1279 (2022).

Based on the results of the quantification process to identify the GHG reduction potential from this CAP (see Chapter 3), the City determined that the statewide targets for 2030 and 2045 were appropriate for San Mateo. To ensure that the CAP can continue to serve as a Qualified GHG Reduction Strategy, San Mateo has set its 2030 and 2045 targets to align with the State's targets. In the quantification of the CAP measures, 2040 is used as an interim benchmark as it aligns with the horizon of Strive San Mateo General Plan 2040 and tracks progress towards the 2045 target. These targets are meant to serve as ceilings for future GHG emissions. As discussed in the following chapter, the City has the potential to achieve greater GHG reductions, decreasing emissions below these levels.

Previous versions of the Scoping Plan have recommended per-capita targets for community-wide plans, such as a CAP. The 2020 CAP, prior to the 2023 update, used per-capita targets as recommended by the most recently adopted version of the Scoping Plan at the time it was written. With the adoption of AB 1279 and the 2022 Scoping Plan, State guidance recommends that local governments use "absolute" GHG reduction targets consistent with statewide GHG reduction goals. This version of the CAP uses absolute GHG reduction targets.

# GREENHOUSE GAS INVENTORIES, FORECASTS, AND REDUCTION TARGETS

## Qualified GHG Reduction Strategies

These revised targets help ensure that the 2020 CAP will continue to serve as San Mateo's Qualified GHG Reduction Strategy, which allows developments that are consistent with the CAP to streamline their environmental review. As noted in Chapter 1, the requirements for a Qualified GHG Reduction Strategy are:

- Quantify emissions, both existing and projected over a time period, from activities in a defined area.
- Establish a level, based on substantial evidence, below which the contribution of emissions from activities covered by the plan would not be cumulatively considerable.
- Identify and analyze the emissions resulting from specific actions or categories of actions anticipated within the geographic area.
- Specify measures or a group of persons that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level.
- Establish a mechanism to monitor the plan's progress toward achieving the level and to require amendment if the plan is not achieving specific levels.
- Adopt the GHG reduction strategy in a public process following environmental review.

## CHAPTER 2



The targets in the CAP can apply to individual development projects as well as the entire community, helping to streamline the environmental review projects that are consistent with San Mateo's GHG reduction efforts.

*Photo by City of San Mateo*



## Chapter 3

# Strategies to Achieve the Targets

To understand the level of action necessary to achieve the City's reduction targets this updated CAP analyzes existing, planned, and future actions. By first looking at these accomplishments, the City can understand progress achieved and outstanding opportunities. Existing and current efforts provide a foundation for this CAP. New measures can further close the gap and guide future programs. Together, these efforts serve as the City's multipronged strategy to achieve reduction targets.

**Table 8** shows the GHG emission levels that are expected to result when this CAP is fully implemented, based on the results of the analyses in this chapter, along with the GHG reduction targets.

**Table 8: San Mateo Emissions with CAP Implementation (2030 – 2045)**

	2030	2045
Projected Emission level	311,990 MTCO <sub>2</sub> e	80,550 MTCO <sub>2</sub> e
Target	339,880 MTCO <sub>2</sub> e	84,970 MTCO <sub>2</sub> e
Target achieved?	Yes	Yes
Gap to target	-27,890 MTCO <sub>2</sub> e	-4,420 MTCO <sub>2</sub> e

The CAP achieves these reductions by accounting for the GHG reductions from existing and planned State, regional, and local activities, along with the reduction measures in the CAP itself. **Table 9** shows the reduction levels achieved by the individual measures in the CAP. More details about the measures and all other reductions are given below.



# CHAPTER 3

**Table 9: Reductions from CAP Measures (2030 – 2045)**

Measure	2030	2040	2045
BE 1: All-electric new construction	-21,070	-38,450	-47,250
BE 2: All-electric existing buildings	-102,210	-184,610	-221,260
RE 1: Peninsula Clean Energy	-160	-170	0
RE 2: Renewable energy systems for new and existing residences	-70	-160	0
RE 3: Renewable energy systems for new and existing nonresidential buildings	-60	-90	0
EE 1: Residential energy efficiency retrofits	-6,160	-7,020	-6,790
EE 2: Nonresidential energy efficiency retrofits	-3,800	-8,860	-13,380
EE 3: Residential tree planting	Less than -10	Less than -10	Less than -10
ME 1: Energy efficiency for new municipal buildings	Supportive (no measurable GHG reductions)		
ME 2: Energy efficiency at existing municipal buildings	-10	-30	-40
ME 3: All-electric municipal buildings	-130	-200	-270
CF 1: Electric vehicle charging infrastructure	-24,420	-49,390	-69,780
CF 2: Electric vehicle education and outreach	-4,910	-8,030	-12,360
CF 3: Clean city fleet	-130	-200	-270
CF 4: Clean fuel and vehicle emissions	-4,210	-16,920	-26,360
ST 1: Bicycle mode share	-80	-170	-180
ST 2: Pedestrian mode share	-110	-120	-130
ST 3: Micromobility and shared mobility	Supportive (no measurable GHG reductions)		
ST 4: Public transit service	-3,610	-5,660	-6,910
ST 5: Commuter programs	Less than -10	-70	-160
ST 6: Transportation Demand Management	-2,010	-7,950	-13,410
ST 7: Transit-oriented development	-10,200	-18,920	-23,700
SW 1: Composting program	-1,030	-1,710	-1,850



# STRATEGIES TO ACHIEVE THE TARGET

Measure	2030	2040	2045
SW 2: Expanded recycling service	-6,070	-7,730	-8,820
SW 3: Waste awareness and source reduction	-2,080	-4,050	-5,590
WW 1: Water efficiency retrofits for existing buildings	-170	-300	-360
WW 2: Water-efficient landscaping	Less than -10	-10	0
WW 3: Water efficiency in new construction	Less than -10	-10	-20
OR 1: Alternative fuel lawn and garden equipment	-3,660	-7,130	-9,890
<b>Total</b>	<b>-196,360</b>	<b>-367,960</b>	<b>-468,780</b>

*Note: Due to rounding, totals may not equal the sum of the component parts.*

## Existing and Planned Accomplishments

Both State and local efforts have achieved additional progress toward the reduction target, reducing the outstanding gap of emissions to achieve the City's reduction targets described in the previous chapter.

As mentioned in Chapter 2, the GHG emissions forecast is based on the results of the 2019 inventory and assumes that per-capita activity remains constant, so that changes in projected emissions are based on expected changes in San Mateo's demographics. This approach means that any action taken through 2019 to reduce GHG emissions is already taken into consideration for the forecast. For example, if homes installed solar energy systems in 2018, the effect of that action (lower residential electricity use) will already show up in the 2019 inventory, and by extension will be carried through into the forecast.

### State Existing and Planned Accomplishments

Since passing AB 32, the State has enacted regulations and programs to reduce GHG emissions. Although statewide in scope, these actions affect several sources of San Mateo's emissions, and so the local benefits of these State efforts can be "credited" to San Mateo even in cases where the community has not needed to take any action. This CAP includes the local benefits from five State policies:

- Renewables Portfolio Standard:** The Renewables Portfolio Standard (RPS) was first established in 2002 and has been amended multiple times, most recently by SB 100 in 2018. It requires all electricity providers in the State to obtain at least 33% of their electricity from eligible renewable resources by the end of 2020, 60% of their electricity from eligible renewable resources by the end of 2030, and all of their electricity from carbon-free (although not necessarily eligible renewable) resources by the end of 2045.



# CHAPTER 3

This policy reduces GHG emissions from electricity use, including electricity used to transport and process water and wastewater, and electricity used for electric vehicles.

- **Clean Car Standards:** In 2002, California adopted AB 1493, the New Passenger Motor Vehicle Greenhouse Gas Emission Standards or Pavley standard. It requires a reduction in tailpipe GHG emissions from new vehicles produced from 2009 to 2015. In 2012 CARB adopted an extension of this policy, the Advanced Clean Car Standards, which require more stringent reductions in tailpipe GHG emissions from vehicles produced from 2016 to 2025. In 2022, CARB adopted a further extension, known as Advanced Clean Cars II, which apply to vehicles produced from 2026 to 2035, and require that all new light-duty vehicles sold in California be zero-emission by 2035. The Clean Car Standards (including the Advanced Clean Car Standards) reduce GHG emissions from on-road transportation.
- **Title 24 Energy Efficiency Standards:** Title 24 is California's energy efficiency standards for new buildings, applied at the local level through the project review process. The standards are strengthened every three years, with the ultimate goal of making new buildings net-zero energy, meaning that they would generate as much energy as they use. The most recent set of Title 24 standards went into effect on January 1, 2023. This policy will reduce GHG emissions from electricity and natural gas use in new homes and nonresidential buildings.
- **SB 1383:** California's SB 1383 aims to reduce GHG emissions from organic waste by requiring businesses and residents to separate their organic waste from other waste streams for recycling or composting. The law sets targets for reducing organic waste disposal in landfills by 75 percent by 2025 and requires local jurisdictions to implement organic waste recycling programs to meet these goals.

Collectively, the State reduction efforts are expected to reduce San Mateo's GHG emissions below forecasted levels by 72,890 MTCO<sub>2</sub>e in 2030, 147,970 MTCO<sub>2</sub>e in 2040, and 196,150 MTCO<sub>2</sub>e in 2045. **Table 10** shows the emission reductions from the individual State existing activities.

## Renewable and Carbon-Free Electricity

California's RPS establishes requirements for both eligible renewable and carbon-free electricity. Eligible renewable resources are those that are specifically defined under state law, and include solar, wind, geothermal, small-scale hydroelectric, and most forms of bioenergy. Carbon-free sources include eligible renewable sources, as well as others that do not emit GHGs but are not officially defined as renewable, including large-scale hydroelectric and nuclear energy.

# STRATEGIES TO ACHIEVE THE TARGET

**Table 10: San Mateo Community-Wide GHG Emissions Reductions from State Programs**

Policy	2030 Emissions (MTCO <sub>2</sub> e)	2040 Emissions (MTCO <sub>2</sub> e)	2045 Emissions (MTCO <sub>2</sub> e)
Forecasted emissions	605,240	696,810	750,400
Clean Car Standards	-55,030	-95,730	-109,680
Renewables Portfolio Standard	-4,720	-15,330	-39,860
Title 24	-9,380	-32,480	-41,790
SB 1383	-3,760	-4,430	-4,820
Total reductions from existing State programs	-72,890	-147,970	-196,150
<b>Emissions with existing State programs</b>	<b>532,340</b>	<b>548,840</b>	<b>554,260</b>

*Note: Due to rounding, totals may not equal the sum of the component parts.*

There are other programs that reduce GHG emissions that State agencies have adopted or are planning to put into effect. These are not included in this section because of uncertainty about how these programs will be applied. In many cases, State programs may be implemented by local actions, and reductions associated with these programs are included in the local reduction measures discussed later in this chapter.

## Existing and Planned Local and Regional Accomplishments

The City of San Mateo has a successful history of developing and implementing sustainability policies. The City's adopted plans, along with leadership from community members and businesses have been partially responsible for the decline in GHG emissions since 2005. Several policies are currently in place that are expected to further reduce San Mateo's GHG emissions. Some of these accomplishments were established before the City adopted its first CAP in 2015, while others were implemented in response to the 2015 CAP.

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The project team identified the following existing local and regional efforts that are expected to reduce San Mateo's future GHG emissions:

- **Peninsula Clean Energy:** Peninsula Clean Energy (PCE) is a community choice energy program run by the local governments of San Mateo County that is the default electric provider for the City of San Mateo and provided approximately 87 percent of the community's electricity as of 2019 (expected to grow to more than 90 percent by 2020). First established in 2016, PCE provides electricity to community members from a higher proportion of renewable and carbon-free sources than PG&E. As of 2021, PCE supplies 100 percent carbon-free electricity and plans to supply 100 percent renewable electricity by 2025.
- **Energy efficiency retrofits:** A number of single-family homes, multi-family homes, and businesses in San Mateo have conducted energy efficiency retrofits. These retrofits involve replacing older appliances with more energy-efficient models, upgrading insulation, improved sealing around windows and doors, and other types of activities. From 2015 to 2019, over 1,600 single-family and multifamily homes and at least 66 businesses, have completed energy efficiency retrofits through programs such as Energy Upgrade California and the San Mateo County Energy Watch.
- **Solar energy installation:** Since 2016, San Mateo has required in its building code that all new residential and non-residential buildings install solar energy systems. Many existing building owners have also chosen to voluntarily install these systems on their properties, reducing their electricity bills and increasing the amount of renewable energy used by the community. Since the 2020 CAP was adopted, San Mateo has installed close to 700 solar energy systems, capable of generating almost 4 MW of power.
- **Municipal energy efficiency retrofits:** In addition to the Smart Street Light program and retrofits by private property owners, San Mateo has conducted several energy efficiency retrofits at municipal properties. At the end of 2017, the City began working with PG&E to identify potential retrofit activities through the Sustainable Systems Turnkey program. San Mateo secured approximately \$3.2 million in funding for energy-efficiency upgrades to municipal facilities. Since 2020, San Mateo has conducted significant retrofits to City facilities, saving over 1,831,170 kWh and 22,871 therms annually. The City has also carried out lighting retrofits at small buildings such as public park restrooms and storage sheds, using a grant from the San Mateo County Energy Watch.



**Peninsula Clean Energy provides most of San Mateo's electricity, and offers a cleaner mix of energy sources than PG&E by default.**

*Photo by City of San Mateo*

# STRATEGIES TO ACHIEVE THE TARGET

- **Public-access EV chargers:** The City of San Mateo has installed 55 publicly accessible EV charging stations in the community since 2020, including DC fast chargers that can recharge an electric vehicle in less than an hour. In addition to helping to support EV adoption in San Mateo itself, the presence of publicly accessible EV chargers also helps boost EV adoption in the region, making it easier for people to use EVs for longer trips.

- **Transportation Demand Management:** San Mateo requires that new significant developments along the Caltrain corridor reduce the number of trips they generate relative to a conventional development project. Since 2017, there have been 895 residential units and approximately 158,370 square feet of nonresidential space planned or under construction in San Mateo that are subject to trip reduction requirements.

- **Additional bicycle lanes:** San Mateo published the 2020 Bicycle Master Plan, which proposes the development of an additional 45 miles of bicycle lanes to achieve a target of 101 bicycle lanes citywide. Improved bike infrastructure and increased connectivity of the bicycle network can reduce VMT as residents are encouraged to replace vehicle trips with bicycle trips. Since its publication, approximately 6 miles of bicycle lanes have been completed.

There is also one planned action accounted for in this CAP:

- **Caltrain electrification:** This is a plan to install overhead power lines above the tracks on the Caltrain commuter rail line between San Francisco and San Jose, which will allow Caltrain to replace most of its diesel-powered locomotives with electric ones, significantly reducing GHG emissions from Caltrain operations. As of 2020, some electric lines have been installed, but electric trains are not expected to begin carrying passengers until at least 2024.

Some actions included in the initial version of the 2020 CAP are removed for the 2023 technical CAP update as they no longer produce additional GHG emission reductions beyond 2020. GHG emission savings from these programs are already accounted for in the 2019 GHG inventory and projections of future emissions. These include:

- **Upgraded streetlights program:** San Mateo has replaced over 5,600 streetlights in the community with LED bulbs that use significantly less energy than older bulbs. This program is expected to save approximately 2 million kWh of electricity annually, equal to the yearly electricity use of almost 400 San



Public electric vehicle charging stations at a shopping center in San Mateo.

*Photo by PlaceWorks*

# CHAPTER 3

Mateo homes. These LED bulbs also provide higher-quality lighting and reduce light pollution in accordance with the Dark Sky Objectives.

- **Caltrain shuttles:** The regional Peninsula Traffic Congestion Relief Alliance operates three public shuttles in San Mateo, transporting riders from the Hillsdale Caltrain station to employment centers throughout the community. These three shuttles served approximately 58,900 people in 2018. Ridership of the shuttles decreased during the COVID-19 pandemic shelter-in-place period and is therefore not quantified as a GHG reduction measure.
- **Composting:** San Mateo first established a composting program in 2011, allowing participating residents and businesses to place organic waste in a dedicated waste bin to be picked up by the community waste hauler along with trash and recyclables. With the passage of SB 1383, any GHG emission reductions associated with composting are quantified as part of the State measure.
- **Electric vehicle adoption:** San Mateo, like many other Bay Area communities, has been a leader in adopting EVs. When San Mateo's original CAP was adopted in 2015, there were approximately 1,050 EVs registered in the community, including plug-in hybrids. San Mateo adopted requirements for new development that went into effect in 2017, mandating that multifamily and nonresidential developments install EV chargers at a set number of parking spaces. By the end of 2017, the number of EVs had more than doubled to approximately 2,290, making EVs approximately 2 percent of all cars registered in the community. San Mateo adopted a revised building standard code in 2020, which requires more EV chargers and EV-capable spaces at all types of new developments. Since the projected rate of EV adoption locally does not surpass the State level adoption projection, any GHG emission reductions associated with EV adoption are quantified as part of the State's Clean Fuel Standards.

This is not a comprehensive list of all existing and planned local and regional accomplishments that may reduce GHG emissions. The City and its regional partners have implemented many other policies and programs that may contribute to GHG reductions. However, these efforts may not have clearly measurable reductions, or data on their effectiveness may not be available. In these cases, the project team is unable to credit a GHG reduction to these efforts.

As with the State reductions, the CAP credits reductions from local and regional efforts that go beyond the policies in place as of 2019, as conditions that existed in 2019 are already factored into the forecast. In addition, the CAP only credits local and regional reduction efforts if they go beyond State policy. For example, San Mateo received significant reduction credits from EV adoption in 2020 because the local numbers exceed what the State forecasts for the region. However, by 2030, State policies are expected to increase EV adoption to exceed San Mateo's current rate, so the community does not receive any additional GHG reductions from local accomplishments.

# STRATEGIES TO ACHIEVE THE TARGET

Collectively, San Mateo's existing and planned local and regional accomplishments are expected to reduce emissions by 23,990 MTCO<sub>2</sub>e in 2030, 18,360 MTCO<sub>2</sub>e in 2040, and 4,950 MTCO<sub>2</sub>e in 2045, in addition to the reductions achieved by State accomplishments. **Table 11** shows the reductions from each local and regional accomplishment.

**Table 11: Emissions Reductions from Local and Regional Programs**

Policy	2030 GHG Emissions (MTCO <sub>2</sub> e)	2040 GHG Emissions (MTCO <sub>2</sub> e)	2045 GHG Emissions (MTCO <sub>2</sub> e)
<b>Emissions with Existing State Programs</b>	<b>532,340</b>	<b>548,840</b>	<b>554,260</b>
Peninsula Clean Energy	-20,000	-13,750	0
Energy efficiency retrofits	-30	-30	-30
Solar energy installations	-20	-10	0
Municipal energy retrofits	-160	-160	-160
Public access EV chargers	0	0	0
Transportation Demand Management	-220	-200	-190
Caltrain electrification (planned)	-3,560	-4,200	-4,560
Total reductions from existing and planned local and regional programs	-23,990	-18,330	-4,940
<b>Emissions with existing and planned local and regional programs</b>	<b>508,380</b>	<b>530,510</b>	<b>549,320</b>

*Note: Due to rounding, totals may not equal the sum of the component parts.*

Existing and planned local, regional, and State accomplishments reduce San Mateo's forecasted GHG emissions by a significant amount. **Table 12** shows the benefit of these accomplishments relative to San Mateo's baseline.

**Table 12: Emissions with Existing and Planned Efforts**

Policy	2030	2040	2045
2005 (baseline) emissions (MTCO <sub>2</sub> e)	666,430	666,430	666,430
Emissions with existing and planned programs (MTCO <sub>2</sub> e)	508,380	530,510	549,320
Percent below baseline emissions	-24%	-20%	-18%



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## REVISED AND NEW GHG REDUCTION MEASURES

A central goal of the CAP update is to achieve additional GHG reductions to work toward the City's 2030, 2040, and 2045 reduction target, recognizing that the reduction measures in the 2015 CAP are insufficient to meet these reductions. To identify these additional reductions, the project team began with the 28 GHG reduction measures in the City's 2015 CAP. Some of these measures have been fully implemented, and do not need to be carried forward into the CAP update. Others are still applicable and can be revised or expanded to achieve additional GHG reductions. There are also opportunities to add entirely new measures to address new and emerging issues not covered in the 2015 CAP.

The project team based the revised and new GHG reduction measures on several sources, including:

- San Mateo's inventory and forecast.
- The existing and planned State, regional, and local accomplishments.
- Discussions with City staff to identify past successes and challenges, plans and opportunities, and goals and priorities related to GHG reduction efforts.
- An audit of energy-related strategies being recommended and implemented by communities throughout San Mateo County through the RICAPS program, working with staff from PCE and the San Mateo County Office of Sustainability
- Feedback and direction from Sustainability and Infrastructure Commission members, along with comments provided by members of the public at these meetings.
- Comments and results of the priority voting activity at the June 6, 2019, community workshop.

# STRATEGIES TO ACHIEVE THE TARGET

## Calculating Credit

This CAP uses a process called quantification to determine the amount of GHG emissions reduced by each measure. The foundation for the quantification calculations is the baseline GHG inventory and forecast. Activity data from the inventory, such as vehicle miles traveled (VMT) or kilowatt-hours (kWh), are combined with participation rates and data about the reduction in activity data from each action to calculate the GHG reduction benefit of each measure. This approach ensures that the GHG reductions from San Mateo's CAP measures are tied to current and future activities that are actually occurring in the community.

Calculations for reductions in activity data come from tools and reports provided by government agencies; these agencies include the US Environmental Protection Agency (EPA), the California Energy Commission (CEC), the California Air Resources Board (CARB), the California Air Pollution Control Officers Association, the US Department of Energy, and local air districts. If accurate data are not available through these sources, the quantification uses case studies from comparable communities and applicable scholarly research. The specific quantification process for each measure is presented in **Appendix 1**, which includes a list of data sources and assumptions.

The project team was able to identify GHG reductions for most of the measures in this CAP. However, there are a few that do not have a specific reduction level due to missing data or the lack of a reliable method. These efforts are still expected to reduce GHG emissions, but the level cannot be accurately determined. These measures are labeled as supportive.

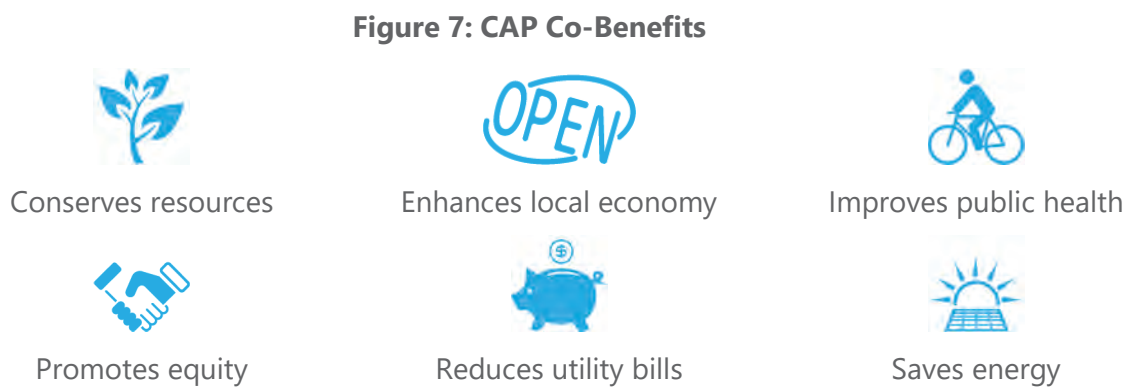
## GHG Reduction Measures

Based on the results of this process, the project team identified a total of 29 GHG reduction measures to include in this CAP. These measures include a mix of education and outreach programs to encourage GHG reduction activities, financial subsidies, and other enticements to incentivize GHG reductions, and mandates to require GHG reduction efforts. These 29 measures are organized into 9 categories:

- 1) Building Electrification (BE)
- 2) Renewable Energy (RE)
- 3) Energy Efficiency (EE)
- 4) Municipal Energy Efficiency and Electrification (ME)
- 5) Off-Road Equipment (OR)
- 6) Clean Transportation Fuels (CF)
- 7) Sustainable Transportation (ST)
- 8) Solid Waste (SW)
- 9) Water and Wastewater (WW)

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Each measure entry includes a description of the measure, the anticipated 2030, 2040, and 2045 GHG reductions achieved by the measure at the projected performance level, and the recommended actions necessary to implement it. Assumptions, projected performance levels, sources, and metrics used to calculate GHG reductions are given for each measure in **Appendix 1**. Each measure entry also identifies the co-benefits of the measure, which are advantages provided by the measure beyond GHG reduction. **Figure 7** presents the co-benefits assessment for each GHG reduction measure.



## Building Electrification (BE)

Most buildings, both residential and nonresidential, use electricity and natural gas to operate appliances and other pieces of equipment. While sources of electricity have become much cleaner over time and will continue to become cleaner due to State law and utility policies, the GHG emissions associated with using a unit of natural gas has remained constant, as natural gas is a fossil fuel and cannot become a cleaner energy source. Buildings that receive most or all their energy from electricity instead of natural gas can significantly reduce their GHG emissions as a result. Buildings can be constructed to be mostly electric or all-electric, or existing buildings can be electrified as part of retrofit activities. Advances in electric appliances, such as those used for space heating, water heating, and cooking, have helped make building electrification easier and more cost-effective.

### BE 1: All-electric new construction

As San Mateo property owners construct new residential and nonresidential buildings, they have the option to construct these buildings to receive most or all their energy from electricity rather than natural gas. Not having to install natural gas piping decreases the cost of construction. New buildings in San Mateo must also install solar panels to generate electricity, and so all-electric buildings with solar panels may be able to generate all the energy they need on-site.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	21,070	38,450	47,250

# STRATEGIES TO ACHIEVE THE TARGET

**Recommended actions:**

- For each three-year code cycle, adopt a reach code to encourage residential and commercial new construction to be built to an all-electric standard, including electric heating, cooling, and water heating.
- Explore the feasibility of reducing permitting fees if builders elect to construct all-electric buildings instead of buildings that use natural gas.

**Co-benefits:**



Conserves resources



Improves public health



Promotes equity



Reduces utility bills

**BE 2: All-electric existing buildings**

Although most existing buildings already have natural gas infrastructure and natural gas devices installed, these systems can be converted to all-electric. Electric appliances that replace natural gas-powered models are highly efficient, readily available, and cost-effective. Many buildings can install these appliances with simple electric wiring and panel upgrades, if upgrades are required at all. The cost of converting existing buildings to mostly- or all-electric can be further reduced if the electrification is done as part of a larger retrofit activity.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	102,210	184,610	221,260

**Recommended actions:**

- Encourage residents and businesses to purchase electric technologies (e.g., air source heat pumps, heat pump water heaters, electric dryers, and electric stoves).
- Encourage residents and businesses to upgrade electric panels to accommodate electric technologies including solar PV, battery storage, air source heat pumps, heat pump water heaters, electric dryers, and electric stoves.
- Support training and outreach to residents, businesses, contractors, vendors, and installers about preferable electric equipment replacement technologies.

# CHAPTER 3

## Co-benefits:



Conserves resources



Improves public health



Promotes equity



Reduces utility bills

# STRATEGIES TO ACHIEVE THE TARGET

## Renewable Energy (RE)

### Renewable Energy Emissions Reductions in 2045

Measures that only reduce electricity use or increase renewable electricity supplies will show zero GHG reductions in 2045. This is because all electricity sold in California must be carbon-free by 2045, as required by the State's Renewables Portfolio Standard (RPS). Since there will already be no emissions from electricity use in 2045, San Mateo cannot count additional reductions associated with electricity in this year. This CAP already credits reductions from the RPS as an existing State program.

While Peninsula Clean Energy supplies most of San Mateo's electricity and is carbon-free as of 2021, some San Mateo customers are still expected to receive their electricity from PG&E or direct access providers. As these providers are not expected to be carbon-free until required by the State, measures that reduce electricity use or increase renewable electricity supplies will show some GHG reductions in 2030 and 2040, even though most of the community will already use carbon-free electricity.

Remember that local renewable energy systems and energy efficiency measures will continue to provide several co-benefits to the community, including lower electricity bills and increased resiliency against power disruptions, even if there are no measurable additional GHG reductions.

While much of San Mateo's electricity already comes from renewable or carbon-free sources, increasing the amount of energy in the community from renewable sources not only further reduces GHG emissions but also has the potential to reduce the cost of electricity for residents and enhance the local economy. By incentivizing on-site electricity generation and storage and thereby decentralizing the creation of energy, the City of San Mateo also becomes more resilient to grid failures and power shutoffs and helps make the community less dependent on outside resources.



# CHAPTER 3

## RE 1: Peninsula Clean Energy

Since beginning operations in 2016, the county-wide Peninsula Clean Energy (PCE) program has been highly successful in increasing the amount of renewable and carbon-free electricity used by the community. As of 2019, more than 97 percent of San Mateo’s residents and businesses receive their electricity from PCE. San Mateo can achieve more GHG reductions with PCE by encouraging the remaining residents and businesses to participate in the program and by supporting efforts for customers to upgrade to PCE’s ECO 100 service, which provides all electricity from renewable sources.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	160	170	0

### Recommended actions:

- Encourage residents and businesses to participate in Peninsula Clean Energy.
- Encourage residents and businesses participating in PCE to opt up to ECO 100.
- Support PCE’s outreach to direct access customers to encourage use of carbon-free electricity.

### Co-benefits:



Enhances local economy



Reduces utility bills

# STRATEGIES TO ACHIEVE THE TARGET

## RE 2: Renewable energy systems for new and existing residences

The addition of renewable energy systems to new residential buildings can often meet (and even exceed) the energy demand of the home. State and local regulations already require new homes to install solar panels of a particular size, but homeowners can choose to install larger systems to generate additional power. Existing homes not subject to this requirement can also benefit from installing renewable energy systems. Extra energy can meet any additional electricity needs of the home, or can be sold back to the grid, which helps reduce the amount of energy needed from nonrenewable sources and can help the homeowner finance the project.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	70	160	0

### Recommended actions:

- For each three-year code cycle, adopt reach codes to require residential developments to install renewable energy systems, including solar photovoltaic or solar water heating, as needed to exceed State requirements.
- Provide education and outreach to residents and contractors on the benefits of pairing battery storage with solar PV systems.
- Explore the feasibility of reducing or eliminating solar permitting fees.
- Provide information to property owners about discounts, incentives, and financing programs for renewable energy systems, including solar bulk purchase programs and financing programs that allow property owners to incrementally pay for renewable energy systems.
- Provide education and outreach to stakeholders on the benefits of retrofitting existing residential buildings to be zero net energy.
- Promote the installation of renewable energy and energy storage systems as part of major home retrofit projects.

### Co-benefits:



Conserves resources



Enhances local economy



Promotes equity



Reduces utility bills

# CHAPTER 3

## RE 3: Renewable energy systems for new and existing nonresidential buildings

The addition of distributed-generation renewable energy systems to nonresidential buildings helps reduce the amount of energy from nonrenewable sources the building requires, and in some cases may exceed the amount of electricity needed. While San Mateo requires that new nonresidential buildings include renewable energy systems, this requirement does not apply to existing buildings, which can still take advantage of the benefits provided by these systems. New nonresidential buildings can also install larger systems than local standards require, producing an additional amount of renewable energy that can either be used by the building or sold back to the grid. New construction that is built to include such systems helps reduce GHG emissions and may save businesses money on utility costs.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	60	90	0

### Recommended actions:

- For each three-year code cycle, adopt reach codes to require nonresidential developments to install renewable energy systems, including solar photovoltaics or solar water heating, as needed to exceed State requirements.
- Promote financing programs that allow developers, property owners, and tenants to incrementally pay for renewable energy systems.
- Explore the feasibility of reducing or eliminating solar permitting fees.
- Work with appropriate property owners to identify potential sites for a microgrid demonstration project. Provide education and outreach to these property owners on the multiple benefits of developing a microgrid, including reliability, cleaner energy, and cost savings.
- Encourage property owners to pair battery storage systems with solar PV systems.
- Support development of a local rebate program for on-site renewable energy systems.

### Co-benefits:



Conserves resources



Enhances local economy



Reduces utility bills

# STRATEGIES TO ACHIEVE THE TARGET

## Energy Efficiency (EE)

Electricity and natural gas are used to heat, cool, and light buildings, as well as to operate appliances and machinery. This goal seeks to provide opportunities for businesses and residents to conserve energy and maximize efficiency, which in turn reduces energy costs, supports the local economy, and further reduces GHG emissions.

### EE 1: Residential energy efficiency retrofits

Older homes, especially those built before incorporation of energy efficiency and green building standards in local and State building codes (generally before 1980), are less energy efficient than newer buildings. Home retrofit programs address a variety of improvements in existing houses and include upgrades to insulation, windows, heating, ventilating, and air conditioning (HVAC) systems, lighting, and appliances, and may reduce the average home’s energy use by 33 percent or more. San Mateo residents have already completed a limited number of retrofits, as discussed in the Existing and Planned Accomplishments section, through programs such as Energy Upgrade California.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	6,160	7,020	6,790

#### Recommended actions:

- Establish a time of sale residential energy conservation program that requires an energy audit by a certified energy professional. Audits would be disclosed to the buyer.
- Educate homeowners, real estate agents, rental property owners, and tenants about the benefits of residential energy retrofits, the availability of financing options, and how to participate.
- Provide energy retrofit information to project applicants seeking permits for renovation or expansion work on existing houses.
- Host residential energy outreach events such as evening workshops and local learn-at-lunch sessions, provide energy retrofit information at community events, and distribute information on residential energy retrofits online and in public buildings.
- Promote financing programs that allow homeowners, rental property owners, and tenants to incrementally pay for energy efficiency retrofits.
- Provide funding to support energy efficiency education and low-cost retrofits for low-income households.
- Offer low- or no-cost energy audits to rental property owners who agree to disclose a unit’s energy efficiency results to tenants.
- Encourage property owners to participate in energy benchmarking efforts.

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- Work with tenant groups and property management companies to identify actions tenants can take within the bounds of their lease to improve energy efficiency.
- Promote incentives such as direct subsidies and reduced fee permitting to rental property owners who make energy efficiency improvements to their units beyond any minimum actions required by the adopted energy code.
- Encourage property owners to consider installing cool roofs when reroofing buildings.

### Co-benefits:



Conserves resources



Enhances local economy



Reduces utility bills



Saves energy



**Home energy audits can identify opportunities to reduce electricity and natural gas use through both retrofit activities and low- or no-cost behavioral changes.**

*Photo by Dennis Schroeder/NREL (28533)*

# STRATEGIES TO ACHIEVE THE TARGET

## EE 2: Nonresidential energy efficiency retrofits

As with residential buildings, many of San Mateo’s nonresidential buildings have been constructed before the adoption of modern energy efficient building codes. Energy-efficient retrofits can help the City reduce GHG emissions and save businesses money. Retrofits to these structures can reduce energy use by approximately 35% to 45%. Property owners who are substantially remodeling their nonresidential buildings can also bring the structure up to current energy efficiency codes as part of the remodel, which can also significantly decrease the buildings’ electricity and natural gas use.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	3,800	8,860	13,380

### Recommended actions:

- Develop policy requiring reporting of energy use (ENERGY STAR performance score) by commercial and multifamily buildings. Apply benchmarking ordinance to smaller commercial and multifamily buildings, below the minimum size threshold for mandatory benchmarking under AB 802 and require commercial buildings to receive an energy assessment every five to ten years depending on size.
- Educate property owners and tenants about energy efficiency retrofit programs and financing options.
- Work with property owners to offer green leases for tenants, allowing tenants to specify energy efficiency improvements to the space or to finance energy efficiency retrofits in exchange for reduced occupancy fees. Promote a green lease addendum template that can be used by nonresidential property owners to incorporate green lease language into future leases.
- Support participation in demand response programs.
- Offer low-cost energy audits for business or office parks, including identification of most cost-efficient savings for weatherization or appliance upgrades.
- Offer reduced fee permitting to project applicants undergoing specifically defined energy retrofit measures, such as a retrofit to achieve Zero Net Energy in an existing building.
- Promote the San Mateo County Green Business program to help encourage energy efficiency and sustainable actions in local businesses.
- Encourage property owners to consider installing cool roofs when reroofing buildings.

### Co-benefits:



Conserves resources



Enhances local economy



Reduces utility bills



Saves energy



## CHAPTER 3



The windows in this airport building have been retrofitted to electronically darken in bright sunlight, helping to keep the inside of the building cool. Advances such as this can be applied to San Mateo office buildings, reducing the energy use for air conditioning.

*Photo by Dennis Schroeder/NREL (54582)*

# STRATEGIES TO ACHIEVE THE TARGET

## EE 3: Residential tree planting

Shade trees provide several benefits, including reducing the urban heat island effect, reducing runoff during flood events, and providing habitat for wildlife. When properly placed, they can also help keep home interiors cool, reducing the need for homes to run their air conditioners or other cooling equipment. San Mateo can promote tree planting to help decrease home cooling demands.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Less than 10	Less than 10	0

### Recommended actions:

- Establish a City program to provide free or subsidized shade trees for buildings with eastern, western, or southern exposure to reduce energy use associated with cooling homes.
- Partner with community organizations and applicable professional associations to support education and outreach on the benefits and best practices of strategic tree planting to provide shade and cooling. Develop guidance on the preferred tree types and the recommended approach to selecting locations for tree plantings that support energy conservation and efficiency.

### Co-benefits:



Improves public health



Reduces utility bills



Saves energy



Street trees can help keep nearby buildings cool, reducing the need for air conditioning during hot days.

Photo by PlaceWorks

# CHAPTER 3

## Municipal Energy Efficiency and Electrification (ME)

The City of San Mateo strives to serve as an example of efficiency and to embody the commitment to reducing emissions citywide. Measures and actions under this goal save energy and reduce utility bills, which preserves valuable City resources and provides green building case studies for other developments in the community.

### ME 1: Energy efficiency for new municipal buildings

The California Energy Commission is considering a goal of having all new nonresidential buildings be zero net energy by 2030. The City can work toward this goal by constructing new municipal facilities to be more energy efficient than State or local regulations require, including achieving zero net energy in advance of the State’s target.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Supportive	Supportive	Supportive

#### Recommended actions:

- Seek grant funding or low- or no-interest loans to implement energy saving efforts and renewable energy systems at municipal facilities at time of construction or substantial renovation.

#### Co-benefits:



Conserves resources



Reduces utility bills



Saves energy



# STRATEGIES TO ACHIEVE THE TARGET

## ME 2: Energy efficiency at existing municipal buildings

While San Mateo has conducted significant retrofits to existing municipal properties, additional opportunities for reducing energy use exist at City-owned facilities. The Sustainable Solutions Turnkey (SST) program has identified multiple HVAC and lighting retrofits at several City properties, including the Police Department, City Hall, multiple fire stations, and many others. This measure goes beyond the SST program (which is already accounted for as a planned activity) and looks at opportunities for retrofits at additional facilities or for additional retrofits not covered as part of other programs.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	10	30	40

### Recommended actions:

- Implement energy efficiency upgrades (including lighting and HVAC systems) at municipal buildings as needed.

### Co-benefits:



Conserves resources



Enhances local economy



Reduces utility bills



Saves energy



Although many City buildings have already been retrofitted, there are always opportunities to take advantage of new energy-saving technologies and practices. These municipal retrofits help reduce the amount of public money spent on utility bills, and also allow the City to pilot new ways to reduce energy use.

Photo by City of San Mateo

# CHAPTER 3

## ME 3: All-electric municipal buildings

Constructing new buildings or renovating existing ones to receive most or all their energy from electricity, as opposed to a mix of electricity and natural gas, has significant GHG savings. As the City encourages private property owners to construct mostly electric or all-electric buildings, it can set an example by constructing its new buildings and renovating existing spaces to use electricity only. If these all-electric buildings also have renewable energy and battery storage systems, they can also be protected against power grid failures and intentional shutoffs.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	130	200	270

### Recommended actions:

- As feasible, design and build all-electric municipal buildings and facilities, including electric heating, cooling, and water heating.
- Evaluate existing buildings and facilities to identify opportunities for retrofitting them to be all-electric, including electric heating, cooling, and water heating.
- During the development and construction of energy efficiency and renewable energy projects, also consider all-electric technology including electric heating, cooling, and water heating.
- Explore the feasibility of establishing microgrids at new or existing municipal facilities to capture the multiple benefits of microgrids, including reliability, clean energy, and cost savings.

### Co-benefits:



Conserves resources



Enhances local economy



Reduces utility bills

# STRATEGIES TO ACHIEVE THE TARGET

## Clean Transportation Fuels (CF)

The promotion of clean transportation fuels, such as electricity or hydrogen, can ease a transition away from reliance on vehicles fueled by gasoline or diesel fuel. Providing increased support for vehicles that use these clean transportation fuels through public and private infrastructure makes it easier for residents who want to purchase one of these vehicles.

### CF 1: Electric vehicle charging infrastructure

Widespread availability of electric vehicle (EV) charging stations is critical to ensuring that EV drivers can quickly and easily charge up their vehicles. This helps reduce both real and perceived barriers to EV adoption, increasing the rate of EV ownership in the community. A large number of appropriately located EV charging stations can also encourage EV drivers from other communities to stop in San Mateo, which can provide economic opportunities. The City can ensure that EV drivers are not challenged to find a charging station at both public and private facilities. With the passage of the Advanced Clean Trucks rule in 2020, the Advanced Clean Cars II rule in 2022 and the Advanced Clean Fleets rule in 2023, state regulations require all sales of new light-duty vehicles to be zero-emission by 2035 and sales of new medium-duty and heavy-duty vehicles to be zero-emission by 2036.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	24,420	49,390	69,780

#### Recommended actions:

- For each three-year code cycle, update reach codes to exceed the state-mandated minimum percentage of EV parking spaces designed to accommodate the future installation of electric vehicle supply equipment in new residential and commercial development, including the installation of supply equipment for heavy-duty EVs at appropriate commercial development.
- Promote incentives to encourage the expansion of EV charging infrastructure in existing public and private properties, including parking structures, hotels and motels, multi-unit dwellings, and workplaces.
- Partner with other agencies to incentivize property owners to install EV charging stations for light-duty and heavy-duty vehicles as appropriate.
- Install additional public EV charging stations in desirable, high-volume, and prominent City-owned locations.
- Encourage the expansion of appropriate light-duty and heavy-duty EV charging infrastructure in existing buildings.
- Encourage pairing EV charging infrastructure with battery storage systems.
- Explore options to reduce or eliminate permit fees for the installation of EV charging infrastructure.



## CHAPTER 3

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity



Dedicated areas for electric vehicle charging at residential complexes and businesses help encourage EV adoption, reducing GHG emissions from transportation.

*Photo by Dennis Schroeder/NREL (26765)*

# STRATEGIES TO ACHIEVE THE TARGET

## CF 2: Electric vehicle education and outreach

EVs, including plug-in hybrids (PHEVs) are becoming increasingly widespread and cost-effective to California residents. San Mateo can improve the adoption of EVs among City residents by promoting these vehicles through media and in-person events. The City can encourage property owners who are not required to install EV chargers to do so and can publicize the availability of incentives.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	4,910	8,030	12,360

### Recommended actions:

- Provide information about the benefits of EVs and PHEVs through the City’s electronic media systems and at public events, including creating opportunities for public EV/PHEV test drives.
- Conduct educational outreach to homeowners, commercial property owners, and developers about the benefits of EV charging stations.
- Identify and distribute resources to assist community members seeking to install an EV charging station on their properties.
- Work with local and regional partners to explore providing additional incentives to community members who purchase an EV or PHEV.
- Evaluate opportunities to regulate or incentivize transportation network companies (TNCs) to increase adoption of electric vehicles as regulatory conditions allow.

### Co-benefits:



Conserves resources



Improves public health



Promotes equity

# CHAPTER 3

## CF 3: Clean City fleet

San Mateo can further demonstrate its leadership on GHG reduction by increasing the number of vehicles in the municipal fleet that use clean transportation fuels. The City has already purchased vehicles that run off biomethane, a substitute for compressed natural gas (CNG) generated from waste products at the San Mateo Wastewater Treatment Plant. As EVs become more widely available, the City has more opportunities to replace its gasoline and diesel-fueled cars and trucks.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	130	200	270

### Recommended actions:

- Purchase EVs or PHEVs as replacements for gasoline, diesel, or conventional hybrid City fleet vehicles that have not been converted to compressed natural gas (CNG) vehicles, as available and cost-effective.
- Update the Vehicle and Fleet Equipment policy and explore an “Electric Vehicle First” procurement policy.

### Co-benefits:



Conserves resources



Improves public health



Methane is produced as a by-product of treating the community’s wastewater. The City collects this methane and processes it to produce a natural gas substitute called biomethane, which is used to fuel municipal vehicles. The City can expand its use of biomethane, as well as other clean fuels, to operate its fleet.

*Photo by City of San Mateo*

# STRATEGIES TO ACHIEVE THE TARGET

## CF 4: Clean fuel and vehicle emissions

Beyond electricity and biomethane, other clean vehicle fuels are available, such as hydrogen and biofuels from sustainable sources. Although these fuels are available in limited places and quantities, they are likely to become more widespread in coming years as California seeks to substantially cut GHG emissions from transportation. San Mateo can encourage adoption of these additional clean vehicle fuels by making it easier for fueling stations that supply them to locate in the community.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	4,210	16,920	26,360

### Recommended actions:

- Support efforts to build fueling stations in San Mateo for other clean fuels, including hydrogen and sustainably-sourced biofuels, as supported by market conditions.
- Explore ways to reduce vehicle idling in selected areas with large numbers of vehicle drop-offs and pick-ups, such as schools.
- Explore signal light optimization to reduce vehicle idling at traffic signals.

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity

# CHAPTER 3

## Sustainable Transportation (ST)

Increasing the number of transportation modes available to San Mateo residents creates a healthier community, promotes equity, and reduces emissions. By providing individuals with a range of safe, reliable options to get to work, school, shopping, and other important destinations that are more sustainable than personal vehicles, the City can ensure that other modes of transportation are a feasible and effective alternative. This reduces dependence on personal vehicles in San Mateo, improving mobility options for all community members.

### ST 1: Bicycle mode share

Bicycles currently make up an estimated 1.4 percent of San Mateo trips, using the approximately 62 miles of dedicated bike trails and lanes within the community. Efforts to increase this are currently under way, with the ongoing implementation of the Bicycle Master Plan, which was adopted in 2011 and updated in 2020. These efforts include dedicated bicycle parking, new bike lanes, and improvements to existing bicycle infrastructure, along with educational and outreach efforts. Such efforts are supported by the 2015 Sustainable Streets Plan, which includes standards for complete streets, and the 2019 Green Infrastructure Plan, which supports beneficial landscaping and other green infrastructure components that can make bicycling a more safe and pleasant experience.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	80	170	180

#### Recommended actions:

- Host bicycle safety and awareness efforts for bicyclists, pedestrians, and drivers.
- Support bike-to-school commutes through the Safe Routes to School program.
- Install bike racks and long-term bike storage lockers in the public right-of-way and at City facilities and transit facilities.
- Secure funding for design and construction of the infrastructure improvements identified in the updated Bicycle Master Plan.

#### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity



# STRATEGIES TO ACHIEVE THE TARGET

## ST 2: Pedestrian mode share

The San Mateo Pedestrian Master Plan, adopted in 2012, seeks to create a pedestrian-friendly environment throughout the community to encourage walking and contribute to the community’s ambitious 2020 mode share target. By focusing new development in existing areas of higher density rather than low-density residential areas, San Mateo can support increased pedestrian activity by locating homes within walking distance of key facilities such as shops, offices, and schools. Such efforts are supported by the Sustainable Streets Plan and the Green Infrastructure Plan which includes standards for complete streets and pedestrian-friendly landscaping improvements such as low-impact development.



Pedestrian-friendly areas, such as Downtown San Mateo, encourage people to walk rather than drive.

Photo by City of San Mateo

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	110	120	130

### Recommended actions:

- Improve pedestrian safety through education and outreach efforts.
- Support walk-to-school efforts through the Safe Routes to School program.
- Secure funding for design and construction of the infrastructure improvements identified in the adopted Pedestrian Master Plan and Green Infrastructure Plan.

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity



# CHAPTER 3

## ST 3: Micromobility and shared mobility

Micromobility refers to the use of electric scooters, uni-skates, etc. to travel short distances. It is a growing trend for individuals to own their own personal micromobility devices to connect to transit and job centers. Shared mobility options, such as a bike share program, allow community members an easy way to make shorter trips without owning their own devices. People who do not have access to a bike, scooter, or other mobility device of their own can rent one from various private shared mobility operators. In 2019, San Mateo adopted a Shared Mobility Permit Program, establishing regulations that would allow these companies to begin operating in the community. Providing shared mobility devices helps make more sustainable transportation modes available to more people while ensuring that shared mobility companies operate in a safe and responsible manner.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Supportive	Supportive	Supportive

### Recommended actions:

- Identify operators for a shared mobility program to provide first- and last-mile connections for residents and commuters.
- Work closely with shared mobility operator(s) to monitor program and encourage ridership.
- Support infrastructure improvements that encourage the use of personal micromobility devices in alignment with the updated Bicycle Master Plan.

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity

# STRATEGIES TO ACHIEVE THE TARGET

## ST 4: Public transit service

Multiple public transit providers operate in San Mateo, including the county-wide SamTrans bus network, the Caltrain commuter rail line between San Francisco and San Jose/Gilroy, and AC Transit’s bus connections to Hayward and Castro Valley. In partnership with these regional service providers, San Mateo can support efforts to increase the frequency and speed of transit service, improve the quality of public transit infrastructure, and support additional service as needed. Educational and incentive programs can also encourage people to increasingly use public transit, helping to get cars off the road and reducing congestion while simultaneously decreasing GHG emissions.



Improvements to San Mateo’s public transit service help reduce congestion as well as community GHG emissions.

Photo by PlaceWorks

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	3,610	5,660	6,910

### Recommended actions:

- Support the development of new rapid bus transit routes.
- Work with transit providers to improve the safety and comfort at transit stops.
- Work with Caltrain to improve the frequency of Caltrain services, particularly to the Hayward Park station.
- In partnership with transit providers, explore the feasibility of transit priority signals and other infrastructure improvements to speed up transit service.
- Increase ridership for public transit by enhancing pedestrian and bicycle access to high-quality transit and encourage incentive programs to decrease reliance on single-occupancy vehicles.

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Promotes equity

# CHAPTER 3

## ST 5: Commuter programs

San Mateo’s efforts to encourage walking, bicycling, and public transit use can work in concert with other transit services, such as private shuttles and vanpools, to reduce vehicle trips associated with employee commutes. Existing businesses can encourage employees to adopt more sustainable commute options, including increased use of telecommuting, to reduce GHG emissions and congestion in the community. San Mateo’s existing Transportation Demand Management program can offer a model for how to reduce commute-related trips for existing businesses.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Less than 10	70	160

### Recommended actions:

- Conduct an outreach campaign to San Mateo residents and employees about available shuttle and vanpool options to support increased use of these existing programs.
- Work with regional partners and employers to offer micro-transit services to provide first-mile and last-mile connections with key job and housing centers.
- Provide outreach for carpool incentive programs to San Mateo residents and employees.
- Encourage existing employers to participate in Transportation Demand Management efforts.
- Support efforts by employers to provide telecommuting as a viable option for appropriate employees.

### Co-benefits:



Conserves resources



Improves public health



Promotes equity

# STRATEGIES TO ACHIEVE THE TARGET

## ST 6: Transportation Demand Management

Transportation Demand Management (TDM) is a suite of strategies intended to reduce the amount of single-occupancy vehicle trips generated and vehicle miles traveled, particularly during peak commute times. TDM can include increased use of public transit, non-motorized transportation, carpools and ridesharing, and telecommuting, among many others. In San Mateo, new developments in the Hillsdale and Hayward Park transit-oriented development areas are required to reduce the number of trips they generate. The City is looking to establish similar requirements for significant new developments in the downtown area and can also encourage participation in TDM programs for developments in other parts of the communities. Developments implementing TDM measures generally have the freedom to choose the strategies that suit their needs.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	2,010	7,950	13,410

### Recommended actions:

- Require new developments of at least six multi-family units and/or 10,000 square feet of nonresidential space to implement a suite of TDM strategies to comply with the appropriate trip reduction target identified in applicable area plans.
- Require developments of at least 20 multi-family units and/or 50,000 square feet of nonresidential space undergoing additions or alterations (as defined in San Mateo Municipal Code Section 23.06.012) to implement TDM strategies consistent with the targets in relevant area plans.
- Educate developers working on projects in San Mateo not located in a TDM area about ways to reduce vehicle miles traveled and the resultant benefits.
- Publicize developments and businesses with successful TDM programs.
- Work with regional partners to fund successful TDM strategies for existing developments that can be implemented with little or no cost to property owners.

### Co-benefits:



Conserves resources



Improves public health



Promotes equity

# CHAPTER 3

## ST 7: Transit-oriented developments

Transit-oriented developments (TODs) are development projects located in areas close to high-quality transit services, such as commuter rail stations or bus stops with rapid and frequent service and are designed to encourage community members living and working in these projects to use public transit as an alternative to driving. Many TODs in San Mateo are in areas already covered by TDM requirements that also support reduced vehicle use. The City can also encourage TODs in other parts of the community, further decreasing congestion on local roads and highways.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	10,200	18,920	23,700

### Recommended actions:

- Increase transit-oriented developments along El Camino Real, within one-half mile of Caltrain stations, and in the Rail Corridor Transit Oriented Development and Hillsdale Station Area Plan areas.

### Co-benefits:



Conserves resources



Enhances local economy



Improves public health



Transit-oriented developments encourage community members to use public transit for many of their trips.

Photo by City of San Mateo

# STRATEGIES TO ACHIEVE THE TARGET

## Solid Waste (SW)

Efforts to divert waste away from landfills not only reduce emissions, but also provide residents with an opportunity to focus on comprehensive sustainability and exercising awareness of individual impact on the environment, including minimizing waste generation and encouraging source reduction. These measures build on the City of San Mateo's active leadership to date reducing waste through innovative programs.

### SW 1: Composting program

Decomposing landfill waste emits methane, which is a potent GHG. Diverting compostable materials from traditional waste streams may reduce these emissions. San Mateo and a number of other surrounding communities instituted a curbside composting program in 2011 in conjunction with the local waste hauler. This voluntary program allows residents and businesses to deposit food scraps into a green bin to be composted and turned into fertilizer. Previously, this material would have gone to the landfill, producing GHGs as it decomposed. Virtually all of San Mateo's single-family households currently participate in the program, along with some multi-family households and businesses. Increasing the participation rate of this program can decrease GHG emissions and help educate residents about waste generation.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	1,030	1,710	1,850

#### Recommended actions:

- Provide educational outreach materials to multifamily residents about urging HOA/property managers to support composting programs.
- Work with Recology San Mateo County to include information about adding composting services in monthly garbage and recycling bills to existing BizSMART customers.
- Work with food service facilities to understand barriers to using existing composting programs. Use this clearer perception of roadblocks to mitigate concerns and target incentives more specifically at high food-waste facilities.
- Work with multifamily and commercial property owners to minimize any potential health or cleanliness impacts associated with compost collection bins.
- Explore alternative off-site collection or sorting methods to capture compostable materials from multifamily units.
- Continue to provide a diversion discount to participating commercial and multifamily users to properly incentivize and fully use compost services.



# CHAPTER 3

## Co-benefits:



Conserves resources



Food waste and other organics is one of the most common materials in California's trash. Composting programs help keep this waste out of landfills, reducing GHG emissions and providing useful, nutrient-rich soil as a co-benefit.

*Photo by U.S. EPA*

# STRATEGIES TO ACHIEVE THE TARGET

## SW 2: Expanded recycling service

Beyond food waste and other organics, San Mateo residents can recycle many other types of materials. However, if materials are not placed in the correct bin, they may be accidentally landfilled, leading to increased GHG emissions. Proper sorting and other educational efforts can ensure that recyclable materials end up where they are supposed to. The City’s waste hauler may also be able to accept additional types of materials for recycling at a future time, depending on market conditions.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	6,070	7,730	8,820

### Recommended actions:

- Allow expanded recycling programs to accommodate additional material types as economic conditions allow.
- Improve educational efforts around proper waste sorting.

### Co-benefits:



Conserves resources

# CHAPTER 3

## SW 3: Waste awareness and source reduction

While it is important to sort waste properly and use recyclable/compostable products whenever possible, it is also helpful for community members to minimize the amount of materials that they throw away at all, regardless of the bin it ends up in. These efforts to decrease the overall amount of waste produced in the community not only decrease GHG emissions but can help keep harmful materials out of the environment and provide an opportunity for increased community education.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	2,080	4,050	5,590

### Recommended actions:

- Work with partners to establish a source reduction program.
- Work with partners to establish a materials reuse program.
- Explore a ban on specific types of single-use or disposable plastics.
- Work with waste haulers and the South Bayside Waste Management Authority to minimize recycling contamination.
- Continue to promote the Team Up to Clean Up program.
- Encourage local restaurants to partner with food rescue organizations to divert food that would otherwise be thrown away to non-profit organizations for distribution to those in need.

### Co-benefit:



Conserves resources



Enhances local economy

# STRATEGIES TO ACHIEVE THE TARGET

## Water and Wastewater (WW)

Increasing the efficiency of water usage reduces emissions and helps conserve valuable resources, saving money for the City and its residents, reducing dependence on outside resources, and increasing resilience to water shortages.

### WW 1: Water efficiency retrofits for existing buildings

Older buildings often have opportunities to improve water efficiency by replacing old fixtures (sinks, showerheads, toilets, etc.). Especially in periods of drought, optimizing indoor water efficiency may greatly reduce GHG emissions from conveyance and treatment of water. New buildings are required to use water-efficient fixtures under State law. These buildings can incorporate fixtures that exceed California standards to achieve additional water use reductions.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	170	300	360

#### Recommended actions:

- Provide educational materials and outreach to encourage indoor water conservation.
- Work with Cal Water and Bay Area Water Supply & Conservation Agency (BAWSCA) to promote rebate offerings for high efficiency toilets, washing machines, rain barrels, and other water-conserving appliances.
- Work with Cal Water to offer low-cost or free water audits to businesses and homeowners. Explore ways to encourage installation of greywater systems in existing buildings, especially as part of significant retrofits.

#### Co-benefits:



Conserves resources



Reduces utility bills

# CHAPTER 3

## WW 2: Water-efficient landscaping

Treating and conveying water requires large amounts of energy. Minimizing the amount of water used for nonessential applications, such as landscaping and turf grass, helps reduce GHG expenditures and increases resiliency in periods of drought.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Less than 10	10	0

### Recommended actions:

- Provide educational materials to the community about drought-tolerant landscaping.
- Host educational workshops on drought-tolerant and native landscaping
- Partner with Cal Water and/or BAWSCA to host a trade-in program for inefficient sprinklers for more efficient drip irrigation systems.
- Retrofit City-owned landscapes to increase the amount of drought-resistant and/or native plant landscaping.

### Co-benefits:



Conserves resources



Reduces utility bills



Water-efficient landscaping is an increasingly common choice throughout San Mateo to reduce water use and improve resilience to drought conditions.

*Photos by City of San Mateo*



# STRATEGIES TO ACHIEVE THE TARGET

## WW 3: Water efficiency in new construction

The California Building Standards Code already requires new buildings to be highly water efficient. The City can encourage new buildings to go beyond these requirements to meet the voluntary standards in the California Green Building Code, improving community-wide water efficiency. San Mateo can also promote the availability of greywater systems, allowing water to be reused in a safe and hygienic way to further improve water efficiency.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	Less than 10	10	20

### Recommended actions:

- Adopt a reach code to require new developments to meet the voluntary indoor and outdoor water efficiency standards in the California Green Building Standards Code.
- Encourage developers to install greywater systems in new buildings at time of construction.

### Co-benefits:



Conserves resources



# CHAPTER 3

## Off-Road Equipment (OR)

Shifting to alternative fuel equipment across the community and promotes healthier air for all residents due to the reduction in gasoline or diesel fumes. This is especially important for sensitive populations such as children, the elderly, and individuals with chronic respiratory disease.

### OR 1: Clean fuel lawn and garden equipment

Most lawn and garden equipment, such as lawn mowers, leaf blowers, chippers, etc., are fueled by gasoline or diesel. Many manufacturers produce hybrid and electric models, which use less fuel compared to a conventional model (or none at all). These models produce less pollution and may also be quieter to operate than gasoline or diesel equipment.

	2030	2040	2045
GHG reduction (MTCO <sub>2</sub> e)	3,660	7,130	9,890

#### Recommended actions:

- Buy hybrid and alternative fuel models when purchasing new City-owned landscaping equipment, as feasible.
- Conduct education campaigns and outreach events to property owners and landscaping companies about the availability of hybrid and alternative fuel landscaping equipment, including electric equipment, and available incentives such as the BAAQMD Lawn Mower Exchange.

#### Co-benefits:



Conserves resources



Improves public health

# STRATEGIES TO ACHIEVE THE TARGET

## Summary of Total GHG Emissions

Collectively, the measures in this chapter achieve substantial GHG reductions for the years 2030, 2040, and 2045. **Table 13** shows the reductions achieved by topic, and **Figure 8** shows these reductions relative to San Mateo's community-wide emissions.

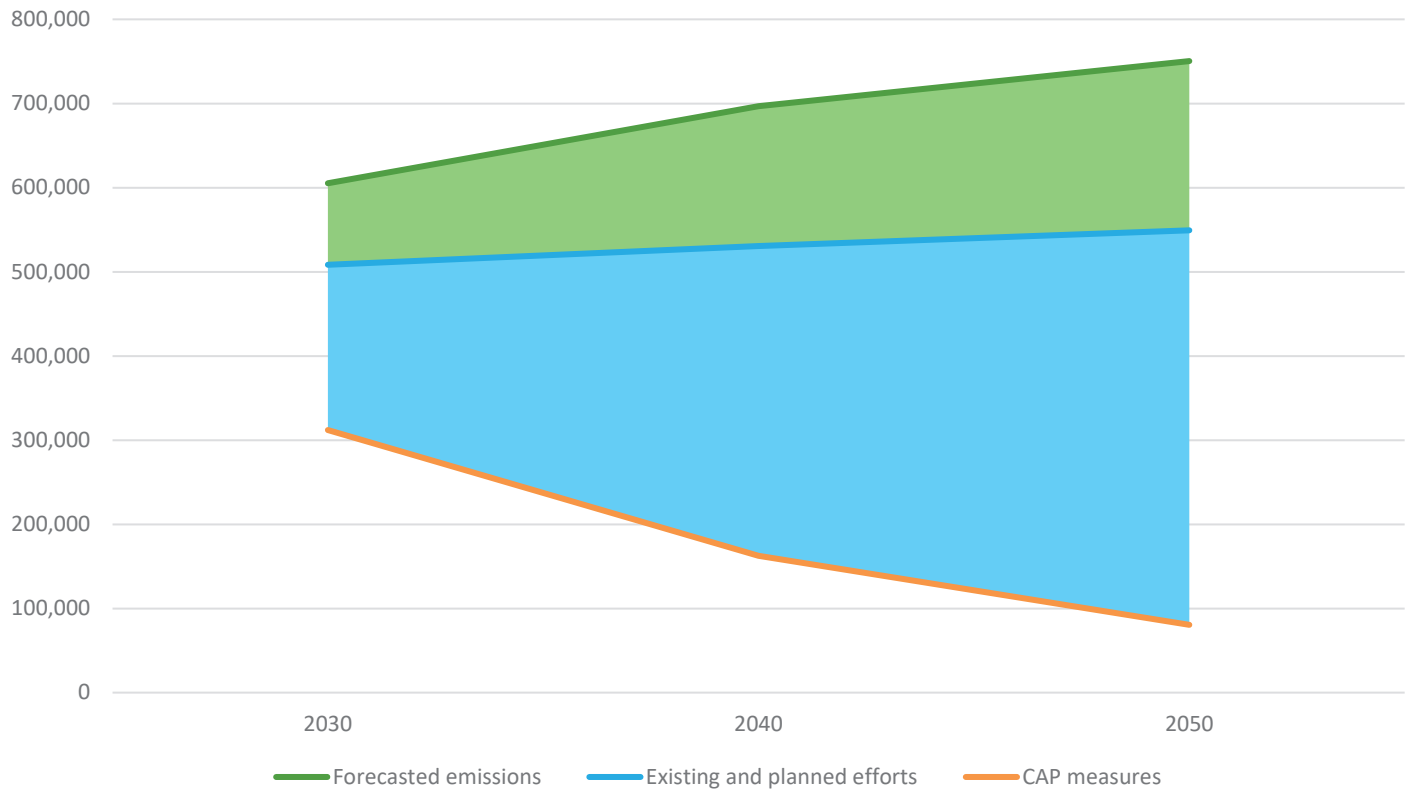
**Table 13: GHG Emissions Reductions by Measure Topic, 2030-2045 (MTCO<sub>2</sub>e)**

	2030	2040	2045
Building electrification	-123,280	-223,060	-268,510
Renewable energy	-290	-420	0
Energy efficiency	-9,960	-15,880	-20,170
Municipal energy efficiency and electrification	-140	-230	-310
Clean fuels	-33,670	-74,540	-108,770
Sustainable transportation	-16,010	-32,890	-44,490
Solid waste	-9,180	-13,490	-16,260
Water and wastewater	-170	-320	-380
Off-road equipment	-3,660	-7,130	-9,890
<b>Total</b>	<b>-196,360</b>	<b>-367,960</b>	<b>-468,780</b>

*Note: Due to rounding, totals may not equal the sum of the component parts.*

## CHAPTER 3

**Figure 8: San Mateo GHG Emissions with Reduction Measures, 2030-2045 (MTCO<sub>2</sub>e)**



In total, this CAP is projected to reduce San Mateo's GHG emissions to 311,990 MTCO<sub>2</sub>e (45 percent below 1990 levels) by 2030, 162,530 MTCO<sub>2</sub>e by 2040 (71 percent below 1990 levels), and 80,550 MTCO<sub>2</sub>e (86 percent below 1990 levels) by 2045. These reductions allow San Mateo to meet its GHG reduction targets of 40 percent below 1990 levels (339,880 MTCO<sub>2</sub>e) by 2030, and 85 percent below 1990 levels (84,970 MTCO<sub>2</sub>e) by 2045.

It is likely that there will be new policies and regulations, technologies, personal and economic behaviors and preferences, and other factors that emerge in coming years. These factors cannot be accurately forecasted in this CAP, but they will likely be able to reduce GHG emissions beyond the level identified here. Future updates to the CAP will be able to better assess the GHG emission reductions from these factors and include them as part of San Mateo's GHG reduction strategy as appropriate. Future revisions to the CAP may include more stringent GHG reduction targets as they are feasible and appropriate.

## STRATEGIES TO ACHIEVE THE TARGET



Technologies such as autonomous vehicles have the potential to significantly affect future GHG emissions, but the full effect of this and other emerging technologies cannot be accurately forecasted at this time. Photo by PlaceWorks





# City of San Mateo Climate Action Plan



## Chapter 4 Implementation

### IMPLEMENTING THE CLIMATE ACTION PLAN

To ensure the success of the CAP, the City of San Mateo will integrate the goals and strategies of this plan into other local and regional plans, and implement the programs and activities identified herein. As the City moves forward with updating other planning documents such as the General Plan, the San Mateo Municipal Code, or specific plans, staff will ensure that these documents support and are consistent with the CAP.

Implementing the CAP will require City leadership to execute these measures and report progress. This plan identifies a work plan that includes responsible departments, time frames, and relative costs associated with each measure. Staff will monitor progress using an implementation and monitoring tool on an annual basis and will provide an annual update to City decision-makers. The measures in this CAP are accompanied by a list of recommended actions, selected by City staff, members of the Sustainability and Infrastructure Commission, and members of the public. The list of recommended actions represents suggested means of achieving the measure; however, these actions are not a prescriptive path to implementation. Furthermore, not all of the listed actions may be necessary for the City to achieve its target. Due to ongoing changes in technology and regulations, and the emergence of new best practices and funding opportunities, this approach enables the City to adapt and leverage new opportunities or partnerships without being constrained by a specific implementation pathway. The City's sustainability program manager will serve as an ongoing advisor for CAP implementation. As part of annual progress reports, the sustainability program manager and City staff will evaluate the effectiveness of each measure to ensure that anticipated emissions reductions are occurring. If reductions do not occur as expected, the City can modify and add additional measures to the CAP to ensure the reduction target is achieved.



The following programs are designed to guide San Mateo in successfully implementing the CAP.

## IMPLEMENTATION MEASURES

### **Implementation Measure 1: Monitor and report progress toward Climate Action Plan target achievement on an annual basis.**

Actions to support Implementation Measure 1:

- Assign responsibility for facilitating and supporting CAP implementation to the City's sustainability program manager.
- Identify key staff from each department responsible for supporting the sustainability program manager with information and updates for annual reporting and monitoring.
- Continue to involve the Sustainability and Infrastructure Commission or other advisory bodies in reviewing and recommending CAP action items.
- Prepare an annual progress report on implementation of the recommended GHG reduction measures for review and consideration by the Sustainability and Infrastructure Commission and City Council. When information is available, provide updates on estimated GHG emissions reductions and current GHG emissions levels.
- Use the CAP implementation and monitoring tool to track GHG benefits from CAP implementation and identify progress toward the CAP reduction target.

### **Implementation Measure 2: Continue collaborative partnerships with agencies and community groups that support Climate Action Plan implementation.**

Action to support Implementation Measure 2:

- Continue formal membership and participate in local and regional organizations that provide tools and support for energy efficiency, energy conservation, GHG emissions reductions, adaptation, public information, and implementation of this Plan.
- Participate as a member of the Regionally Integrated Climate Action Planning Suite (RICAPS) climate action planning effort to monitor available resources, programs, and funding to leverage with City CAP efforts.
- At the direction of the City Council, commit to formal membership through joint powers authorities or other partnerships to implement high priority measures from the CAP.
- Provide policy input to partner agencies (e.g., League of Cities) on policy barriers that need to be addressed at the state level.



# CHAPTER 4

## Implementation Measure 3: Secure necessary funding to implement the Climate Action Plan.

Actions to support Implementation Measure 3:

- Identify funding sources and levels for reduction measures as part of annual reporting.
- Include emissions reduction measures in department work plans, the capital improvement program, and other plans as appropriate.
- Pursue local, regional, State, and federal grants to support implementation.
- Explore dedicated funding sources for CAP implementation.
- Explore opportunities to allocate a portion of revenues from revenue-generating measures to CAP allocation.

## Implementation Measure 4: Continue to update the baseline emissions inventory and Climate Action Plan every five years.

Actions to support Implementation Measure 4:

- Prepare a 2021 emissions inventory no later than 2024.
- Update the CAP no later than 2025 to incorporate new technology, practices, and other options to further reduce emissions.

### WORK PLAN

The work plan in **Table 14** contains information to support staff and community implementation of the measures to effectively integrate them into budgets, the capital improvement program, and other programs and projects. Information about the sources of data to monitor implementation of each measure is given in **Appendix 2**. The measures of success included in **Table 14** are defined as follows:

**Code:** The abbreviation that is used to refer to the measure in the CAP and all corresponding workbooks.

**Measure:** The language used to guide actions needed for reductions.

**GHG Reductions (MTCO<sub>2</sub>e):** Amount of GHG emissions reduced by 2020, 2030, and 2050.

**City Staff Time:** The estimated cost to the City (in staff hours) to complete implementation of the measure, ranked as follows:

- Low (less than 80 hours)
- Medium (80–500 hours)
- High (more than 500 hours)

**Time Frame:** The year by which a measure should be effective by year's end. The exact status of a measure will vary based on its actions, and many measures will be ongoing through and beyond 2030. An effective measure is one that will be actively on track to achieve its targeted GHG emissions reductions, support adaptation to climate change effects, or achieve long-term resilience. For a measure to be effective, the necessary programs and efforts should be active, and any infrastructure or other capital improvements should be in place. The effective year is not the end year, as many of the measures are programs that are intended to remain in effect for the foreseeable future, and so they do not have end dates. Time frames for effectively setting up the measures are described as follows:

- Immediate (by 2024)
- Near-Term (by 2025)
- Mid-Term (by 2027)
- Long-Term (by 2030)

**Lead Department:** The lead City department tasked with implementing the measure.

## CHAPTER 4

**Table 14: CAP Implementation Work Plan**

Measure	Measure	2030 GHG Reduction (MTCO <sub>2</sub> e)	2040 GHG Reduction (MTCO <sub>2</sub> e)	2045 GHG Reduction (MTCO <sub>2</sub> e)	City Staff Time	Time Frame	Lead Department(s)
BE 1	All-electric new construction	-21,070	-38,450	-47,250	Medium	Near-term	City Manager's Office, Community Development
BE 2	All-electric existing buildings	-102,210	-184,610	-221,260	High	Near-term	City Manager's Office, Community Development
RE 1	Peninsula Clean Energy	-160	-170	0	Low	Immediate	City Manager's Office
RE 2	Renewable energy systems for new and existing residences	-70	-160	0	Medium	Immediate	City Manager's Office, Community Development
RE 3	Renewable energy systems for new and existing nonresidential buildings	-60	-90	0	Medium	Immediate	City Manager's Office, Community Development
EE 1	Residential energy efficiency retrofits	-6,160	-7,020	-6,790	High	Near-term	City Manager's Office, Community Development
EE 2	Nonresidential energy efficiency retrofits	-3,800	-8,860	-13,380	High	Near-term	City Manager's Office, Community Development
EE 3	Residential tree planting	Less than -10	Less than -10	Less than -10	Low	Mid-term	City Manager's Office, Parks and Recreation

## IMPLEMENTATION

Measure	Measure	2030 GHG Reduction (MTCO <sub>2</sub> e)	2040 GHG Reduction (MTCO <sub>2</sub> e)	2045 GHG Reduction (MTCO <sub>2</sub> e)	City Staff Time	Time Frame	Lead Department(s)
ME 1	Energy efficiency for new municipal buildings	Supportive	Supportive	Supportive	Medium	Mid-term	City Manager's Office, Public Works
ME 2	Energy efficiency at existing municipal buildings	-10	-30	-40	Medium	Near-term	City Manager's Office, Public Works
ME 3	All-electric municipal buildings	-130	-200	-270	Medium	Long-term	City Manager's Office, Public Works
CF 1	Electric vehicle charging infrastructure	-24,420	-49,390	-69,780	High	Immediate	City Manager's Office, Community Development, Public Works
CF 2	Electric vehicle education and outreach	-4,910	-8,030	-12,360	High	Immediate	City Manager's Office, Community Development
CF 3	Clean City fleet	-130	-200	-270	Low	Near-term	Public Works
CF 4	Clean fuel	-4,210	-16,920	-26,360	Medium	Long-term	City Manager's Office, Community Development, Public Works
ST 1	Bicycle mode share	-80	-170	-180	Medium	Mid-term	Community Development, Public Works

## CHAPTER 4

Measure	Measure	2030 GHG Reduction (MTCO <sub>2</sub> e)	2040 GHG Reduction (MTCO <sub>2</sub> e)	2045 GHG Reduction (MTCO <sub>2</sub> e)	City Staff Time	Time Frame	Lead Department(s)
ST 2	Pedestrian mode share	-110	-120	-130	Low	Near-term	Community Development, Public Works
ST 3	Micromobility and shared mobility	Supportive	Supportive	Supportive	Low	Near-term	City Manager's Office, Public Works
ST 4	Public transit service	-3,610	-5,660	-6,910	Medium	Near-term	City Manager's Office, Public Works
ST 5	Commuter programs	0	-70	-160	High	Mid-term	City Manager's Office, Community Development, Public Works
ST 6	Transportation Demand Management	-2,010	-7,950	-13,410	Medium	Immediate	Community Development, Public Works
ST 7	Transit-oriented development	-10,200	-18,920	-23,700	Low	Near-term	Community Development
SW 1	Composting program	-1,030	-1,710	-1,850	High	Immediate	Public Works
SW 2	Expanded recycling service	-6,070	-7,730	-8,820	High	Near-term	Public Works
SW 3	Waste awareness and source reduction	-2,080	-4,050	-5,590	Medium	Near-term	City Manager's Office, Public Works

## IMPLEMENTATION

Measure	Measure	2030 GHG Reduction (MTCO <sub>2</sub> e)	2040 GHG Reduction (MTCO <sub>2</sub> e)	2045 GHG Reduction (MTCO <sub>2</sub> e)	City Staff Time	Time Frame	Lead Department(s)
WW 1	Water efficiency retrofits for existing buildings	-170	-300	-360	Medium	Mid-term	Public Works
WW 2	Water-efficient landscaping	Less than -10	Less than -10	Less than -10	Low	Near-term	Public Works
WW 3	Water efficiency in new construction	0	-10	-20	Medium	Mid-term	Community Development
OR 1	Alternative fuel lawn and garden equipment	-3,660	-7,130	-9,890	Medium	Mid-term	City Manager's Office, Parks and Recreation





## Glossary

**Activity:** Any action that directly or indirectly results in GHG emissions. Examples include electricity use, vehicle use, and solid waste disposal. Activity data are a discrete measure of how much of an activity occurred in San Mateo in a certain year (e.g., how much electricity was used in 2015). The measurement unit of activity data varies depending on the activity.

**Assembly Bill (AB) 32, California Global Warming Solutions Act of 2006:** Establishes a comprehensive program of regulatory and market mechanisms to achieve real, quantifiable, cost-effective reductions of greenhouse gases (GHG) for the State of California. AB 32 designates the California Air Resources Board as the responsible agency for monitoring and reducing statewide GHG emissions to reduce emissions to 1990 levels by 2020.

**Assembly Bill (AB) 1279, California Climate Crisis Act of 2022:** Revises the GHG targets established in AB 32 and declares the policy of the state both to achieve net-zero GHG emissions as soon as possible, but no later than 2045, and achieve and maintain net negative GHG emissions thereafter, and to ensure that by 2045, statewide human-caused GHG emissions are reduced to at least 85 percent below 1990 levels.

**Association of Bay Area Governments (ABAG):** The regional planning agency for the nine counties and 101 incorporated cities in the San Francisco Bay Area.

**Baseline year:** The year against which future changes are measured. Many communities in California use a baseline year of 2005 through 2008 for consistency with AB 32; the San Mateo inventory uses a baseline year of 2005.



**Building electrification:** Replacing some or all of a building’s natural gas-powered appliances or machinery with models that run on electricity. Since electricity releases much fewer GHGs (and in some cases no GHGs at all), there is a significant GHG reduction benefit. Building electrification is also called “fuel switching”.

**California Air Resources Board (CARB):** A division of the California Environmental Protection Agency charged with protecting public health, welfare, and ecological resources through the reduction of air pollutants.

**California Environmental Quality Act (CEQA):** A State law requiring State and local agencies to regulate activities with consideration for environmental protection. If a proposed activity has the potential for a significant adverse environmental impact, an environmental impact report (EIR) must be prepared and certified as to its adequacy before action can be taken on the proposed project. General plans require the preparation of a program EIR.

**California Green Building Standards Code (CALGreen, Title 24 Part 11):** The California Green Building Standards Code, commonly referred to as the CALGreen Code, is a statewide mandatory construction code that was developed and adopted by the California Building Standards Commission and the Department of Housing and Community Development. The CALGreen standards require new residential and commercial buildings to comply with mandatory measures under the topics of planning and design, energy efficiency, water efficiency and conservation, material conservation and resource efficiency, and environmental quality. CALGreen also provides voluntary tiers and measures that local governments may adopt that encourage or require additional measures in the five green building topics.

**Carbon dioxide (CO<sub>2</sub>):** A colorless, odorless gas that occurs naturally in the earth’s atmosphere. Significant quantities are also emitted into the air by fossil fuel combustion.

**Carbon dioxide equivalent (CO<sub>2</sub>e):** A metric measure used to compare the emissions from various greenhouse gases based on their global warming potential (GWP). The carbon dioxide equivalent for a gas is derived by multiplying the tons of the gas by the associated GWP.

**Clean Car Fuel Standards (AB 1493, Pavley):** Signed into law in 2002 and commonly referred to as Pavley standards. Requires carmakers to reduce greenhouse gas (GHG) emissions from new passenger cars and light trucks beginning in 2011. An updated set of standards, called the Advanced Clean Car Standards, took effect in 2016 and requires further GHG reductions from new vehicles. A further set of standards, called the Advanced Clean Car II Standards, will take effect in 2026 and will lead to all new light-duty vehicles being zero-emission starting in 2035.

**Climate Action Plan (CAP):** Strategic plans that establish policies and programs for reducing (or mitigating) a community’s greenhouse gas emissions.

# GLOSSARY

**Climate change:** The term “climate change” is sometimes used to refer to all forms of climatic inconsistency, but because the earth’s climate is never static, the term is more properly used to imply a significant change from one climatic condition to another.

**Co-benefit:** An additional benefit occurring from the implementation of a greenhouse gas (GHG) reduction measure that is not directly related to reducing GHG emissions.

**Complete streets:** Complete streets policies ensure that transportation planners and engineers consistently design and operate the entire roadway with all potential users in mind. This includes private vehicles, bicyclists, public transportation vehicles and riders, and pedestrians of all ages and abilities.

**Emissions factor:** A number that describes the amount of greenhouse gases (GHG) released per unit of a certain activity (e.g., GHGs per unit of natural gas used). Factors are provided by utility companies, State agencies, and guidance documents.

**Energy conservation:** Reducing energy waste, such as turning off lights, heating, and motors when not needed.

**Energy efficiency:** Doing the same or more work with less energy, such as replacing incandescent light bulbs with compact fluorescent light bulbs or buying an Energy Star appliance to use less energy for the same or greater output.

**Energy efficiency standards (Title 24 Part 6):** California’s energy efficiency standards, also called the California Energy Code (Part 6 of Title 24, the California Building Standards Code), were first adopted in 1978 and established minimum energy efficiency standards for residential and nonresidential buildings. These standards are updated every few years by providing more stringent energy budgets for new buildings to reduce California’s energy consumption, eventually working toward a zero-net energy standard for new construction.

**Energy Star:** A joint program of the US Environmental Protection Agency and the US Department of Energy to provide consumers with information and incentives to purchase the most energy efficient products available.

**Environmental Impact Report (EIR):** A report required by the California Environmental Quality Act that assesses all the environmental characteristics of an area and determines what effects or impacts will result if the area is altered or disturbed by a proposed action or project. See California Environmental Quality Act.

**Global warming potential (GWP):** An index used to translate the level of emissions of various gases into a common measure to compare the relative potency of different gases without directly calculating the changes in atmospheric concentrations. Greenhouse gases are expressed in terms of carbon dioxide equivalent. Global warming potentials are expressed in terms relative to carbon dioxide, which has a global warming potential of 1.

**Green building:** Sustainable or “green” building is a holistic approach to design, construction, and demolition that minimizes the building’s impact on the environment, the occupants, and the community. See the California Green Building Standards Code (CALGreen) for green building regulations in California.

**Greenhouse gas/gases (GHG):** Gases that cause heat to be trapped in the atmosphere, warming the earth. GHGs are necessary to keep the earth warm but increasing concentrations of these gases are implicated in global climate change. GHGs include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, sulfur hexafluoride, and nitrogen trifluoride. The majority of GHGs come from natural sources, although human activity is also a major contributor.

**Greenhouse gas (GHG) inventory:** Provides estimates of the amount of GHGs emitted to and removed from the atmosphere by human activities. A city or county that conducts an inventory looks at both community emissions sources and emissions from government operations. A base year is chosen and used to gather all data from that year. Inventories include data collection from such things as vehicle miles traveled, energy usage from electricity and gas, and waste.

**Greywater:** Wastewater collected from showers, bathtubs, dishwashers, bathroom sinks, and clothes washing machines that is reused on-site for irrigation and other non-potable (i.e., non-drinkable) purposes.

**Metropolitan Planning Organization (MPO):** A federally funded transportation planning organization comprising representatives from local government agencies and transportation authorities.

**Metropolitan Transportation Commission (MTC):** The MPO for the nine-county San Francisco Bay Area. It is responsible for securing and distributing funding for transportation planning and construction projects, working with local and regional public transit providers to improve the effectiveness of service, and encouraging development within existing urbanized areas to minimize the loss of agriculture and open space. It also operates the region’s seven state-owned toll bridges and the Clipper transit fare card.

**Micromobility:** A mode of transportation that uses lightweight, usually powered, devices, such as electric scooters, electric-assist bicycles, and electric skateboards.

**Mixed-fuel building:** A building that uses multiple sources of energy to operate appliances and devices. In most of California, including San Mateo, this refers to buildings that use both electricity and natural gas.

**Peninsula Clean Energy (PCE):** A community choice aggregation program run by the local governments of San Mateo County to provide electricity to San Mateo County community members. PCE purchases electricity on behalf of its customers and distributes it through existing power lines owned by PG&E. It is the default electricity supplier for San Mateo County.

# GLOSSARY

**Quantification:** The process of determining the amount of greenhouse gas emissions reduced by each measure.

**Recycled water:** Wastewater from tubs, toilets, and sinks inside homes and offices that is cleaned through a treatment process, producing non-potable water that is safe for landscapes, raw vegetable crops, and agricultural crops.

**Reduction measure:** A goal, strategy, program, or set of actions that target and reduce a specific source of greenhouse gas emissions.

**Regional Transportation Plan (RTP):** A long-term blueprint of the region's transportation systems. The RTP is a federally mandated comprehensive long-range regional planning document that identifies the region's transportation needs, sets forth an action plan of projects, determines actions and programs to address the needs and issues, and documents the financial resources needed to implement the RTP. Plan Bay Area, the combined RTP and SCS for the nine-county San Francisco Bay Area, was last adopted in 2017.

**Renewable energy:** Energy from sources that regenerate and are less damaging to the environment, such as solar, wind, biomass, and small-scale hydroelectric power.

**Renewables Portfolio Standard (RPS):** A regulation requiring utility companies in California to increase the production of renewable energy from solar, wind, or biomass, or geothermal sources.

**Sector:** A category of activities responsible for greenhouse gas (GHG) emissions, such as transportation, water use, or energy use. Sectors may comprise multiple GHG sources and activities.

**Senate Bill (SB) 97:** Requires lead agencies to analyze greenhouse gas emissions and climate change impacts under the California Environmental Quality Act.

**Senate Bill (SB) 375:** Directs the metropolitan planning organizations in California to create a sustainable communities strategy (SCS) as part of the regional transportation plan. The SCS will demonstrate how the region will achieve the 2020 and 2035 greenhouse gas emissions reduction targets for the region set by the California Air Resources Board.

**Senate Bill (SB) 1383:** Requires businesses and residents to separate their organic waste from other waste streams for recycling or composting with a target for reducing organic waste disposal in landfills by 75 percent by 2025. Requires local jurisdictions to implement organic waste recycling programs to meet these goals.

**Shared mobility:** A means of transportation using shared devices, such as bicycles and scooters, that users rent for short periods of time.

**Sustainability:** Community use of natural resources in a way that does not jeopardize the ability of future generations to live and prosper.

**Sustainable Communities Strategy (SCS):** The land use element of each metropolitan planning organization's regional transportation plan as required by Senate Bill 375. The SCS will demonstrate how the region will achieve the 2020 and 2035 vehicle miles traveled and greenhouse gas emissions reduction targets for the region set by the California Air Resources Board. Plan Bay Area, the combined RTP and SCS for the nine-county San Francisco Bay Area, was last adopted in 2017.

**Sustainable development:** Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Transit-oriented development (TOD):** A mixed-use residential or commercial area designed to maximize access to transit options.

**Transportation demand management (TDM):** A voluntary or mandatory program developed by local agencies, large employers, or high traffic commercial services to limit the amount of congestion and pollution related to transportation demand. TDM plans may include incentives, regulations, and education about transportation alternatives.

**Transportation network company (TNC):** A company whose service allows users to request an on-demand ride from drivers using their own personal vehicles to transport users. Lyft and Uber are the most prominent examples.

**Vehicle miles traveled (VMT):** A key measure of overall street and highway use. Reducing VMT is often a major objective in efforts to reduce vehicular congestion and achieve regional air quality goals.

**Water conservation:** Reducing water use, such as by turning off taps, shortening shower times, and reducing outdoor irrigation demand.

**Water-efficient landscape:** Native or low-water-using landscapes. Water-efficient landscapes are required by law in all cities and counties in California to conserve water.

**Water use efficiency:** Replacing older technologies and practices in order to accomplish the same results with less water, for example, by replacing toilets with new high efficiency models and by installing "smart controllers" in irrigated areas.

**Zero net energy:** Generating as much energy as is used, over the course of a year. For example, a zero net energy building will generate as much energy on-site as it uses annually.



# GLOSSARY



# City of San Mateo Climate Action Plan



## Works Cited

This list is a general list of sources used to broadly inform preparation of the CAP. **Appendix A** lists the sources used to specifically quantify individual GHG reduction measures.

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## Appendix 1:

# Technical Appendix: Methods and Assumptions

### GHG REDUCTION MEASURE QUANTIFICATION

This appendix summarizes data sources, assumptions, and performance metrics used to calculate greenhouse gas emissions reductions for the City of San Mateo Climate Action Plan. The sources and metrics are organized by measure and rely on four primary types of data and research: (1) San Mateo's GHG emissions inventory and forecast, (2) government agency tools and reports, (3) case studies in similar jurisdictions, and (4) scholarly research.

Further, the quantification approaches are consistent with guidance provided by the Bay Area Air Quality Management District (BAAQMD) for development of a Qualified GHG Reduction Strategy. The baseline GHG inventory and forecast serve as the foundation for the quantification of the City's GHG reduction measures. Activity data from the inventory form the basis of measure quantification, including vehicle miles traveled (VMT), kilowatt-hours (kWh) of electricity or therms of natural gas consumed, and tons of waste disposed. Activity data were combined with the performance targets and indicators identified by the City and consultants. The activity data and performance targets and indicators were used throughout the quantification process to calculate the



# APPENDIX 1

emissions reduction benefit of each measure. This approach ensures that San Mateo's GHG emissions reductions are tied to the baseline and to future activities occurring within the City.

## Emissions Factors

**Table 1-1** lists the emissions factors used to quantify emissions reductions in the CAP. These emission factors reflect the GHG reductions from existing and planned accomplishments, as well as PCE, to the extent feasible. They do not reflect the average emission factors with full implementation of this CAP.

**Table 1-1: Emissions Coefficients for CAP Measures**

Source	2005	2019	2030	2040	2045	Source
MTCO <sub>2</sub> e per mile driven (with Pavley)	0.000464	0.000392	0.000312	0.000277	0.000269	EMFAC 2021
MTCO <sub>2</sub> e per Caltrain passenger mile	0.004371	0.002506	0.000629	0.000627	0.000626	Caltrain, US Community Protocol
MTCO <sub>2</sub> e per kWh (PCE)	-	0.000045	0.000000	0.000000	0.000000	PCE, US EPA
MTCO <sub>2</sub> e per kWh (PG&E)	0.000223	0.000002	0.000002	0.000001	0.000000	PG&E, US EPA
MTCO <sub>2</sub> e per kWh (direct access)	0.000057	0.000212	0.000152	0.000095	0.000000	CEC, US EPA
MTCO <sub>2</sub> e per kWh (weighted community average)	0.000160	0.000054	0.000010	0.000006	0.000000	PCE, PG&E, CEC, US EPA
MTCO <sub>2</sub> e per therm	0.005292	0.005319	0.005319	0.005319	0.005319	US Community Protocol
MTCO <sub>2</sub> e per ton of waste	0.207521	0.253266	0.236134	0.236134	0.236134	CARB Landfill Emissions Tool v1.3

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

These emissions coefficients were calculated as follows, using data from the GHG inventory and forecast:

- **MTCO<sub>2</sub>e per mile driven:** Divide the emissions from on-road transportation by the number of on-road vehicle miles traveled.
- **MTCO<sub>2</sub>e per passenger mile:** For Caltrain, divide the emissions from Caltrain activities related to San Mateo by the number of passenger miles attributed to San Mateo.
- **MTCO<sub>2</sub>e per kWh:** Divide the sum of the emissions for residential and commercial electricity use by the sum of the kWh for these two sources, for each electricity provider.
- **MTCO<sub>2</sub>e per therm:** Divide the sum of the emissions from residential and commercial natural gas by the sum of the therms used by these two sources.
- **MTCO<sub>2</sub>e per ton of waste:** Divide the sum of the emissions from landfilled waste and waste in place by the sum of the tons of waste in these sources.

## TECHNICAL DATA FOR EXISTING AND PLANNED LOCAL AND REGIONAL ACTIVITIES

Data sources, methods, and assumptions for the quantification of the existing and planned local and regional activities are provided below. Note that some existing and planned local activities may not have assumptions and/or performance metrics. The GHG reductions shown for existing and planned local and regional activities are only in addition to any reductions achieved by existing or planned State efforts.

### Peninsula Clean Energy

#### GHG Reduction

	2030	2040	2045
Emissions reduction (MTCO <sub>2</sub> e)	20,000	13,750	0

#### Performance Indicators

	2030	2040	2045
Electricity supplied by PCE (kWh)	495,153,490	487,569,650	501,096,050
PCE electricity supplied to ECO100 customers (kWh)	27,614,500	27,614,500	27,614,500



# APPENDIX 1

## GHG Method

For overall electricity supplied by PCE, the project team identified the current fraction of community electricity supplied by PCE and applied this ratio to future projections of electricity use. The team subtracted the amount of PCE-supplied electricity in 2020 from this future projection to obtain the increase in PCE electricity supplies, then multiplied this value by an emissions factor that reflects PCE's future energy procurement plans. For ECO100, the project team identified how much electricity is served to ECO100 and applied an emissions factor that reflects the community's weighted average of electricity sources to determine the overall amount of averted emissions.

## GHG Sources

California Energy Commission. 2023. *2019 Power Content Label: Peninsula Clean Energy*.  
<https://www.energy.ca.gov/filebrowser/download/3244>.

Dobrovskaja, M. 2023. Peninsula Clean Energy. Personal communication to A. Chow, City of San Mateo. April 19.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Energy-efficiency retrofits

### Activity and GHG Reductions

	2030	2040	2045
Electricity savings (kWh)	136,470	136,470	136,470
Natural gas savings (therms)	5,910	5,910	5,910
Emissions reduction (MTCO <sub>2</sub> e)	30	30	30

### GHG Method

The project team collected data on the savings from energy efficiency retrofits, as reported by the San Mateo County Energy Watch and BayREN. The team then multiplied these values by the appropriate emissions factor in order to calculate GHG reductions.

### GHG Sources

City of San Mateo. 2021. *Climate Action Plan Progress Report*.  
<https://sanmateo.primegov.com/Portal/viewer?id=4766&type=2>

# APPENDIX 1

## Solar energy installation

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	5,695,620	5,695,620	5,695,620
Emissions reduction (MTCO <sub>2</sub> e)	20	10	0

### GHG Method

The project team obtained data on the number and generation potential of new solar energy installations in San Mateo. The team then used a National Renewables Energy Laboratory tool to determine how much electricity can be produced in San Mateo, on average, per kilowatt of generation potential, and calculated the total electricity generated annually from these installations. The project team applied a weighted average community electricity emissions factor to this total to determine GHG reductions.

### GHG Sources

California Solar Initiative. 2023. "California Distributed Generation Statistics."  
<https://www.californiadgstats.ca.gov/downloads/>

City of San Mateo. 2022. *Climate Action Plan Progress Report*.  
<https://sanmateo.primegov.com/Portal/viewer?id=6472&type=2>

National Renewable Energy Laboratory. n.d. "PVWatts Calculator." <https://pvwatts.nrel.gov/>.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Municipal energy-efficiency retrofits

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	1,831,170	1,831,170	1,831,170
Natural gas savings (therms)	22,870	22,870	22,870
Emissions reduction (MTCO <sub>2</sub> e)	160	160	160

### GHG Method

The project team reviewed the results of the energy efficiency analysis provided by PG&E, which identifies anticipated electricity and natural gas savings from implementing the SST retrofits. The team applied the appropriate electricity and natural gas emissions factor to determine the overall GHG reduction.

### GHG Sources

City of San Mateo. 2021. *Climate Action Plan Progress Report*.  
<https://sanmateo.primegov.com/Portal/viewer?id=4766&type=2>

# APPENDIX 1

## Public-access EV chargers

### GHG Reduction

	2030	2040	2045
Emissions reduction (MTCO <sub>2</sub> e)	Less than 10	Less than 10	Less than 10

### Performance Indicators

	2030	2040	2045
Net increase in EV VMT	258,720	258,720	258,720
Net increase in electricity use (kWh)	87,960	87,960	87,960

### GHG Method

The project team collected information on the number of public EV chargers in San Mateo and used factors about the average charging use of public EV chargers to estimate how many VMT of EV use the public chargers in the community support annually. The project team then estimated the electricity use from these EV chargers. Next, the team applied the appropriate emissions factors to the VMT and electricity use figures and took the difference between the two as the net reduction in GHG emissions.

### GHG Sources

Chow, A. 2023. City of San Mateo. Personal communication to E. Krispi, PlaceWorks. April 14.

ICLEI – Local Governments for Sustainability. n.d. Climate and Air Pollution Planning Assistant v 1.5.

US Environmental Protection Agency. n.d. "Interactive Version of the Electric Vehicle Label." <https://www.epa.gov/fueleconomy/interactive-version-electric-vehicle-label>.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Transportation Demand Management

### Activity and GHG Reduction

	2030	2040	2045
Transportation savings (VMT)	725,620	700,370	687,710
Emissions reduction (MTCO <sub>2</sub> e)	190	170	160

### GHG Method

The project team obtained information from the San Mateo Rail Corridor Area Transportation Management Agency to identify the mandatory reductions in trip generation as a result of existing and under-construction developments subject to TDM provisions and combined this information with results from the inventory and forecast to estimate the decrease in VMT resulting from TDM. The project team applied the community-wide VMT emissions coefficient to this figure to determine the GHG reductions.

### GHG Sources

Lim, L. 2019. City of San Mateo. Personal communication to A. Chow, City of San Mateo. January 3.



# APPENDIX 1

## Additional Bicycle Lanes

### Activity and GHG Reduction

	2030	2040	2045
VMТ savings	97,990	111,570	119,050
Emissions reduction (MTCO <sub>2</sub> e)	30	30	30

### Performance Indicators

	2030	2040	2045
Additional bicycle lanes (miles)	6.4	6.4	6.4

### GHG Method

The project team reviewed the Bicycle Master Plan showing the increase in bicycle lanes planned for 2020 along with the number of bicycle lanes that have been constructed since the 2019 inventory. The team used this information and the proposed methodology from the California Air Pollution Control Officers Association to calculate the percentage decrease in VMT associated with an increase in bicycle lanes and applied the VMT emissions factor for personal vehicles to determine the GHG reductions associated with this existing accomplishment.

### GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

Chow, A. 2023. City of San Mateo. Personal communication to E. Krispi, PlaceWorks. April 14

U.S. Census Bureau. 2023. 2014 – 2019 American Community Survey 5-Year Estimates, B08006: Sex of Workers by Means of Transportation to Work [data table].

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Caltrain electrification

### Activity and GHG Reduction

	2030	2040	2045
Electricity use increase (kWh)	11,852,700	11,852,700	11,852,700
Emissions reduction (MTCO <sub>2</sub> e)	3,560	4,200	4,560

### GHG Method

The project team reviewed information from the Caltrain electrification project EIR to estimate decreases in diesel use and increases in electricity use from electrification. The team combined these data with information from the inventory to scale these changes in activity data specifically to San Mateo. The team applied the Caltrain emissions factors from the inventory to determine net GHG reductions from electrification.

### GHG Sources

Peninsula Corridor Joint Powers Board. 2014. *Peninsula Corridor Electrification Project Draft Environmental Impact Report*.  
[http://www.caltrain.com/projectsplans/CaltrainModernization/Modernization/PeninsulaCorridorElectrificationProject/PCEP\\_DEIR\\_2014.html](http://www.caltrain.com/projectsplans/CaltrainModernization/Modernization/PeninsulaCorridorElectrificationProject/PCEP_DEIR_2014.html).

# APPENDIX 1

## TECHNICAL DATA FOR QUANTIFIED MEASURES

Data sources, methods, and assumptions for the quantification of CAP measures are provided below.

### BE 1 All-electric new construction

#### Assumptions

	2030	2040	2045
Cumulative % of residential construction influenced by energy efficiency reach code:	90%	95%	95%
Cumulative % of office commercial construction influenced by energy efficiency reach code:	85%	90%	95%
Cumulative % of non-office commercial construction influenced by energy efficiency reach code:	40%	60%	90%
Cumulative % new non-residential buildings that are office space:	59%	64%	64%

#### Activity and GHG reductions

	2030	2040	2045
Electricity savings (kWh)	-8,588,290	-15,674,440	-19,303,790
Natural gas savings (therms)	3,099,740	5,653,260	6,936,870
Emissions reduction (MTCO <sub>2</sub> e)	21,070	38,450	47,250

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Performance indicators

	2030	2040	2045
Number of all-electric new construction residential housing units	8,280 new construction residential housing units built all-electric.	19,360 new construction residential housing units built all-electric.	25,500 new construction residential housing units built all-electric.
Square feet of all-electric new construction non-residential buildings	837,280 square feet of new construction non-residential buildings built all-electric.	2,264,130 square feet of new construction non-residential buildings built all-electric.	3,424,010 square feet of new construction non-residential buildings built all-electric.

## GHG Method

The project team obtained data from Strive San Mateo General Plan 2040 Land Use Element on projected buildout of nonresidential buildings in San Mateo and data from Association of Bay Area Governments (ABAG) Plan Bay Area on projected buildout of households in San Mateo out to 2045, and used these data to estimate the number of new buildings that would be impacted by an all-electric new construction reach code. The team identified the average amount of natural gas used per household are per nonresidential square foot and data on the equivalent amount of electricity that would be required in an all-electric version of similar buildings and applied this information to the projected number of new buildings built in order to estimate the projected reduction in natural gas consumption and the projected increase in electricity consumption resulting from the policy. The team then applied the emission factor for avoided natural gas consumption to estimate the emissions reduction associated with reduced natural gas consumption, and the emission factor for electricity use to estimate the emissions increase associated with increased electricity consumption. The net resulting emissions is the estimated emissions avoided from the policy.

## GHG Sources

California Energy Commission. 2006. "California Commercial End-Use Survey."  
[https://ww2.energy.ca.gov/ceus/2006\\_enduse.html](https://ww2.energy.ca.gov/ceus/2006_enduse.html)

California Energy Commission. 2009. "2009 California Residential Appliance Saturation Study."  
[https://ww2.energy.ca.gov/appliances/rass/previous\\_rass.html](https://ww2.energy.ca.gov/appliances/rass/previous_rass.html)

# APPENDIX 1

## BE 2 All-electric existing buildings

### Assumptions

	2030	2040	2045
Cumulative percent of commercial buildings that are office space	59%	64%	64%
Cumulative percent of residential gas equipment reaching end of life replaced with electric due to panel incentive	35%	40%	50%
Cumulative percent of residential electrical panel upgrades resulting in EV purchase	50%	35%	20%
Cumulative percent of office gas equipment reaching end of life replaced with electric due to panel incentive	70%	75%	90%
Cumulative percent of office electrical panel upgrades resulting in EV charging installation	40%	30%	20%
Cumulative percent of EV purchases replacing gasoline vehicle	98%	97%	96%
Cumulative percent of EV purchases replacing diesel vehicle	3%	3%	4%

### Activity and GHG reductions

	2030	2040	2045
Electricity savings (kWh)	-80,105,780	-125,747,100	-133,624,540
Natural gas savings (therms)	5,002,490	11,459,340	17,775,000
Emissions reduction (MTCO <sub>2</sub> e)	102,210	184,610	221,260

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Performance indicators

	2030	2040	2045
Existing residential gas to electric HVAC conversions	9,890 existing residential gas HVAC systems replaced with electric HVAC systems.	22,620 existing residential gas HVAC systems replaced with electric HVAC systems.	35,340 existing residential gas HVAC systems replaced with electric HVAC systems.
Existing residential gas to electric water heating conversions	14,840 existing residential gas water heaters replaced with electric HVAC systems.	33,920 existing residential gas water heaters replaced with electric HVAC systems.	53,000 existing residential gas water heaters replaced with electric HVAC systems.
Existing residential gas to electric clothes drying conversions	7,420 existing residential gas clothes dryers replaced with electric clothes dryers.	16,960 existing residential gas clothes dryers replaced with electric clothes dryers.	26,500 existing residential gas clothes dryers replaced with electric clothes dryers.
Existing residential gas to electric cooking conversions	5,940 existing residential gas ranges and ovens replaced with electric ranges and ovens.	13,570 existing residential gas ranges and ovens replaced with electric ranges and ovens.	21,200 existing residential gas ranges and ovens replaced with electric ranges and ovens.
Existing residential electrical panel upgrades	19,050 existing residential electrical panels upgraded.	43,530 existing residential electrical panels upgraded.	68,020 existing residential electrical panels upgraded.
Square feet of existing offices receiving gas to electric HVAC conversions	5,523,120 square feet of existing office buildings replace existing gas HVAC systems with electric HVAC systems.	12,778,100 square feet of existing office buildings replace existing gas HVAC systems with electric HVAC systems.	19,167,150 square feet of existing office buildings replace existing gas HVAC systems with electric HVAC systems.
Square feet of existing offices receiving gas to electric water heating conversions	8,284,680 square feet of existing office buildings replace existing gas water heaters with electric water heaters.	19,167,150 square feet of existing office buildings replace existing gas water heaters with electric water heaters.	28,750,730 square feet of existing office buildings replace existing gas water heaters with electric water heaters.



# APPENDIX 1

	2030	2040	2045
Square feet of existing offices receiving gas to electric cooking conversions	6,627,740 square feet of existing office buildings replace existing gas ranges and ovens with electric ranges and ovens.	15,333,720 square feet of existing office buildings replace existing gas ranges and ovens with electric ranges and ovens.	23,000,580 square feet of existing office buildings replace existing gas ranges and ovens with electric ranges and ovens.
Square feet of existing offices receiving electrical panel upgrades	10,217,770 square feet of existing office buildings electrical panels upgraded.	23,639,490 square feet of existing office buildings electrical panels upgraded.	35,459,230 square feet of existing office buildings electrical panels upgraded.
Number of electric vehicles purchased/leased to replace internal combustion engine (ICE) vehicles	16,750 electric vehicles purchased or leased by residents or commuters to replace internal combustion engine vehicles.	27,780 electric vehicles purchased or leased by residents or commuters to replace internal combustion engine vehicles.	26,150 electric vehicles purchased or leased by residents or commuters to replace internal combustion engine vehicles.
Existing office parking spaces with EV charging:	8,170 EV charging ports installed at existing office buildings.	14,180 EV charging ports installed at existing office buildings.	14,180 EV charging ports installed at existing office buildings.
Existing residential parking spaces with EV charging:	9,520 EV charging ports installed at existing residential buildings.	15,240 EV charging ports installed at existing residential buildings.	13,600 EV charging ports installed at existing residential buildings.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## GHG Method

The project team used data from Strive San Mateo General Plan 2040 Land Use Element on projected buildout of residential and nonresidential buildings in San Mateo and data from Association of Bay Area Governments (ABAG) Plan Bay Area on projected buildout of households in San Mateo out to 2045 to estimate the number of existing buildings that would be impacted by a policy aimed at providing incentives to encourage residents and businesses to upgrade electric panels and adopt all-electric technologies. The team identified the percent of natural gas equipment (e.g., water heaters) that would be replaced at end of life if this policy existed, using the average life of natural gas equipment to estimate the number of each type of equipment type that would be replaced per year. Next, the project team consulted reports on the average amount of natural gas consumed by each type of equipment to estimate the natural gas consumption avoided through electrification of natural gas equipment. The team used data on energy factors by equipment type to estimate the resulting increase in electricity use resulting from the replacement of natural gas equipment with electric equipment. The team also identified performance indicators for the percent of EV chargers that would be installed as a result of this policy and the resulting number of EVs that would be purchased due to accessibility of charging. The team used data on the average VMT by a passenger vehicle, average efficiency of gasoline vehicles, average efficiency of diesel vehicles, and average efficiency of electric vehicles to estimate the resulting gasoline and diesel consumption avoided and increase in electricity use resulting from the replacement of gasoline and diesel vehicles with electric vehicles. Last, the team applied the appropriate emission factors for natural gas consumption, electricity use, gasoline consumption, and diesel consumption to estimate the emissions reduction associated with a reduction in natural gas consumption, gasoline consumption, and diesel consumption and the increase in emissions associated with an increase in electricity consumption. The net resulting emissions is the estimated emissions avoided from the policy.

## GHG Sources

California Energy Commission. 2006. "California Commercial End-Use Survey." [https://ww2.energy.ca.gov/ceus/2006\\_enduse.html](https://ww2.energy.ca.gov/ceus/2006_enduse.html)

California Energy Commission. 2009. "2009 California Residential Appliance Saturation Study." [https://ww2.energy.ca.gov/appliances/rass/previous\\_rass.html](https://ww2.energy.ca.gov/appliances/rass/previous_rass.html)

RSMeans. 2019 RSMeans Online, 2019 [software package].

ASHRAE, 2017. "ASHRAE Technical FAQ". <https://www.ashrae.org/technical-resources/technical-faqs>.

US Department of Energy. 2019. [www.fueleconomy.gov](https://www.fueleconomy.gov/). <https://www.fueleconomy.gov/>.

# APPENDIX 1

California Air Resources Board. 2022. "EMFAC2021 Web Database". <https://arb.ca.gov/emfac/>.

National Renewable Energy Laboratory. 2018. "CEC EV Infrastructure Projection Tool (EVI-Pro)." <https://afdc.energy.gov/evi-pro-lite>.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## RE I Peninsula Clean Energy

### GHG Assumptions

	2030	2040	2045
Percent of residents enrolling in PCE	98%	99%	99.5%
Percent of businesses enrolling in PCE	98%	99%	99.5%
Percent of direct access customers switching to PCE	2%	4%	5%

### GHG Reductions

	2030	2040	2045
Emissions reduction (MTCO <sub>2</sub> e)	160	170	0

### Performance Indicators

	2030	2040	2045
PCE opt-out rate	1.0%	1.0%	0.5%
kWh supplied by ECO 100	32,959,210	43,792,410	55,425,750

### GHG Method

The project team identified the amount of electricity from San Mateo customers projected to switch from PG&E to PCE service, and PCE customers upgrading to ECO100. The team next applied the difference in PG&E and PCE emissions factors for both regular and ECO100 service to identify the decrease in GHG emissions.

### GHG Sources

California Energy Commission. 2018. *2017 Power Content Label: Peninsula Clean Energy*.  
[https://ww2.energy.ca.gov/pcl/labels/2017\\_labels/PCE\\_2017\\_PCL.pdf](https://ww2.energy.ca.gov/pcl/labels/2017_labels/PCE_2017_PCL.pdf).

City of San Mateo. 2020. *2020 Climate Action Plan Annual Progress Report*.  
<https://www.cityofsanmateo.org/3962/CAP-Progress-Updates>.

# APPENDIX 1

## RE 2 Renewable energy systems for new and existing residences

### GHG Assumptions

	2030	2040	2045
Percent of existing homes installing solar energy systems	15%	25%	30%
Percent of existing homes with solar energy systems installing battery storage systems	20%	35%	50%
Percent of new homes installing battery storage systems	25%	40%	60%

### GHG Reduction

	2030	2040	2045
Emissions reduction (MTCO <sub>2</sub> e)	70	160	0

### Performance Indicators

	2030	2040	2045
Number of homes built before 2018 with solar panels	4,960	8,540	10,530
Number of total homes (existing and new) with battery energy systems	1,500	12,040	22,710

### GHG Method

For solar energy systems, the project team identified the number of existing homes in San Mateo that could be projected to have a solar energy system. Using data from the National Renewable Energy Laboratory, the team identified how much electricity these solar energy systems could generate annually and applied the community-wide electricity factor to identify electricity savings. For battery systems, the team identified the number of new and existing homes installing solar energy systems and determined the number of these homes that could install a battery energy system. Assuming that battery systems fully charge and discharge once a day, the team identified how much additional renewable energy storage capacity would be enabled by the batteries. The project team then again applied the community-wide electricity factor to identify electricity savings.

### GHG Sources

National Renewable Energy Laboratory. n.d. "PVWatts Calculator." <https://pvwatts.nrel.gov/>.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

Regional Climate Action Planning Suite. 2019. RICAPS Menu of Measures version 4.1 [data table].

## RE 3 Renewable energy systems for new and existing nonresidential buildings

### GHG Assumptions

	2030	2040	2045
Percent of existing businesses installing solar energy systems	6%	10%	15%
Percent of existing businesses with solar energy systems installing battery storage systems	15%	25%	40%

### GHG reductions

	2030	2040	2045
Emissions reduction (MTCO <sub>2</sub> e)	60	90	0

### Performance indicators

	2030	2040	2045
Number of businesses built before 2018 with solar panels	180	340	550
Number of existing businesses with battery energy systems	40	100	240

### GHG Method

The project team identified the number of existing businesses in San Mateo that could be projected to have a solar energy system. Using data from the National Renewable Energy Laboratory, the team identified how much electricity these solar energy systems could generate annually and applied the community-wide electricity factor to identify electricity savings. Next, the team identified the number of existing businesses installing solar energy systems and determined the number of these businesses that could install a battery energy system. Assuming that battery systems fully charge and discharge once a day, the team identified how much additional renewable energy storage capacity would be enabled by the batteries. The project team then again applied the community-wide electricity factor to identify electricity savings.



# APPENDIX 1

## GHG Sources

National Renewable Energy Laboratory. n.d. "PVWatts Calculator." <https://pvwatts.nrel.gov/>.

Regional Climate Action Planning Suite. 2019. RICAPS Menu of Measures version 4.1 [data table].

## EE 1 Residential energy efficiency retrofits

### Assumptions

	2030	2040	2045
Percent of existing homes conducting standard retrofits (not including fuel-switched homes)	15%	18%	20%
Percent of existing homes retrofitting to current Title 24 standards (not including fuel-switched homes)	20%	25%	30%

### Activity and GHG reductions

	2030	2040	2045
Electricity savings (kWh)	9,137,050	7,303,020	6,039,130
Natural gas savings (therms)	903,660	1,030,250	996,860
Emissions reduction (MTCO <sub>2</sub> e)	6,160	7,020	6,790

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Performance indicators

	2030	2040	2045
Number of homes retrofitted	2,290 single-family homes and 1,840 multifamily homes undergoing standard retrofits, and 3,060 single-family homes and 2,450 multifamily homes being upgraded to current Title 24 standards	2,540 single-family homes and 2,040 multifamily homes undergoing standard retrofits, and 3,530 single-family homes and 2,830 multifamily homes being upgraded to current Title 24 standards	2,350 single-family homes and 1,890 multifamily homes undergoing standard retrofits, and 3,530 single-family homes and 2,830 multifamily homes being upgraded to current Title 24 standards

## GHG Method

The project team looked at reports from retrofit programs throughout California to identify the typical electricity and natural gas savings from single-family and multi-family home retrofits and applied these savings to the energy use patterns of residences in San Mateo. The team next reviewed current and projected future Title 24 standards against the current energy performance of San Mateo homes and projections of future San Mateo Title 24 retrofits to determine the typical electricity and natural gas savings. The team then applied the appropriate emissions factors to the energy savings estimates to determine GHG reductions.

## GHG Sources

California Energy Commission. 2014. Impact Evaluation of the California Comprehensive Residential Retrofit Programs.

## EE 2 Nonresidential energy efficiency retrofits

### Assumptions

	2030	2040	2045
Percent of existing businesses conducting standard retrofits (not including fuel-switched businesses)	25%	35%	10%
Percent of existing businesses retrofitting to current Title 24 standards (not including fuel-switched businesses)	15%	40%	75%

# APPENDIX 1

## Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	22,252,780	60,968,630	93,592,880
Natural gas savings (therms)	535,400	1,266,570	1,964,000
Emissions reduction (MTCO <sub>2</sub> e)	3,800	8,860	13,380

## Performance Indicators

	2030	2040	2045
Number of businesses retrofitted	590 businesses undergoing standard retrofits, and 360 businesses upgraded to current Title 24 standards.	740 businesses undergoing standard retrofits, and 840 businesses upgraded to current Title 24 standards.	170 businesses undergoing standard retrofits, and 1,300 businesses upgraded to current Title 24 standards.

## GHG Method

The project team looked at reports of the energy savings from different types of nonresidential energy efficiency retrofits to identify the typical electricity and natural gas savings from these activities and applied these savings to the energy use patterns of San Mateo businesses. The team next reviewed current and projected future Title 24 standards against the current energy performance of San Mateo businesses and projections of future San Mateo Title 24 retrofits to determine the typical electricity and natural gas savings. The team then applied the appropriate emissions factors to the energy savings estimates to determine GHG reductions.

## GHG Sources

Pacific Northwest National Laboratory. 2011. Advanced Energy Retrofit Guides: Office Buildings. [https://www.pnnl.gov/main/publications/external/technical\\_reports/PNNL-20761.pdf](https://www.pnnl.gov/main/publications/external/technical_reports/PNNL-20761.pdf).

Pacific Northwest National Laboratory. 2011. Advanced Energy Retrofit Guides: Retail Buildings. [https://www.pnnl.gov/main/publications/external/technical\\_reports/PNNL-20814.pdf](https://www.pnnl.gov/main/publications/external/technical_reports/PNNL-20814.pdf).

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## EE 3 Residential tree planting

### Assumptions

	2030	2040	2045
Percent of households with shade trees	10%	25%	35%

### Activity and GHG reduction

	2030	2040	2045
Electricity savings (kWh)	793,560	1,889,740	2,837,540
Emissions reduction (MTCO <sub>2</sub> e)	Less than 10	Less than 10	0

### Performance Indicators

	2030	2040	2045
Number of households with shade trees	4,240	13,130	22,330

### GHG Method

The GHG inventory and reports from PG&E were used to identify per business energy use in San Mateo, while data from the Pacific Northwest National Laboratory, the California Energy Commission, and academic studies were used to determine reductions per home. These results were combined with participation rates to calculate total reductions in energy use from this measure. The outcome was then combined with emissions factors from the inventory to determine GHG reductions.

### GHG Sources

The project team reviewed studies about the typical electricity savings from reduced air conditioning demand associated with tree planting. The team then applied this information to projections of future participation and the energy use patterns in San Mateo to identify total electricity reduction. Next, the team converted this to GHG emission savings using the appropriate emissions factors.

# APPENDIX 1

## ME 1 Energy efficiency for new municipal buildings

### GHG Assumptions, Reductions, and Performance Indicators

This measure is supportive due to the lack of information about future municipal construction. There are no assumptions, activity or GHG reductions, or performance indicators for supportive measures.

### GHG Method

Supportive measures do not produce direct, measurable GHG reductions, so no calculations were made.

### GHG Sources

Supportive measures do not produce direct, measurable GHG reductions. There are no sources for GHG reduction calculations for supportive measures.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## ME 2 Energy efficiency at existing municipal buildings

### Assumptions

	2030	2040	2045
Percent of existing municipal square footage retrofitted	10%	25%	35%

*Note that these retrofits go beyond those included as part of the Sustainable Solutions Turnkey program, as those are already accounted for as a planned action.*

### Activity and GHG Reductions

	2030	2040	2045
Electricity savings (kWh)	67,260	168,140	235,400
Natural gas savings (therms)	1,860	4,640	6,500
Emissions reduction (MTCO <sub>2</sub> e)	10	30	40

### Performance Indicators

	2030	2040	2045
Square footage of retrofitted municipal buildings	9,440	23,610	33,050

### GHG Method

The project team looked at the typical energy efficiency savings that can be achieved with retrofits to office buildings and applied this reduction to the projected amount of retrofitted City square footage to calculate the total electricity and natural gas savings. The team then used the appropriate emission factors to identify the GHG reductions from these retrofits.

### GHG Sources

City of San Mateo. 2007. *City of San Mateo Greenhouse Gas Emissions Inventory Report*. <https://www.cityofsanmateo.org/DocumentCenter/View/5262/APPENDIX-S-October24-2007?bidId=>

Pacific Northwest National Laboratory. 2011. *Advanced Energy Retrofit Guides: Office Buildings*. [https://www.pnnl.gov/main/publications/external/technical\\_reports/PNNL-20761.pdf](https://www.pnnl.gov/main/publications/external/technical_reports/PNNL-20761.pdf).

# APPENDIX 1

## ME 3 All-electric municipal buildings

### Assumptions

	2030	2040	2045
Cumulative building area of existing municipal building/s electrified (square feet):	40,000	60,000	80,000
Cumulative number of police stations & fire stations electrified:	0	0	1
Cumulative building area of new municipal building/s electrified (square feet):	40,000	60,000	80,000

### Activity and GHG Reductions

	2030	2040	2045
Electricity savings (kWh)	-157,380	-236,070	-314,760
Natural gas savings (therms)	19,760	29,640	39,520
Emissions reduction (MTCO <sub>2</sub> e)	130	200	270

### Performance Indicators

	2030	2040	2045
Square feet of existing municipal building/s electrified:	40,000 square feet of existing municipal buildings retrofitted to all-electric.	60,000 square feet of existing municipal buildings retrofitted to all-electric.	80,000 square feet of existing municipal buildings retrofitted to all-electric.
Number of police stations & fire stations electrified:	0 existing police stations or fire stations retrofitted to all-electric.	0 existing police stations or fire stations retrofitted to all-electric.	1 existing police stations or fire stations retrofitted to all-electric.
Square feet of new municipal building/s electrified:	40,000 square feet of new municipal buildings built all-electric.	60,000 square feet of new municipal buildings built all-electric.	80,000 square feet of new municipal buildings built all-electric.



# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## GHG Method

The project team took inputs from City staff to project the total square footage of new municipal construction that is built all-electric and existing municipal construction that is retrofitted to be all-electric. The team estimated annual gas use associated with the existing municipal buildings to be retrofitted and the newly constructed municipal buildings (assuming they were built with natural gas equipment), based on energy use intensity information from the California Energy Commission Commercial End-Use Survey. The team used this estimate on "business as usual" natural gas consumption for these buildings to calculate the natural gas consumption avoided from retrofitting to all-electric or building to all-electric. The team looked at data on the average amount of natural gas consumed by each type of equipment to estimate the natural gas consumption avoided through electrification of natural gas equipment and used data on energy factors by equipment type was used to estimate the resulting increase in electricity use resulting from the replacement of natural gas equipment with electric equipment. The team applied emission factors for natural gas consumption and electricity use to estimate the emissions reduction associated with a reduction in natural gas consumption and the increase in emissions associated with an increase in electricity use and took the net resulting emissions as the estimated emissions avoided from the policy.

## GHG Sources

California Energy Commission. 2009. "2009 California Residential Appliance Saturation Study." [https://ww2.energy.ca.gov/appliances/rass/previous\\_rass.html](https://ww2.energy.ca.gov/appliances/rass/previous_rass.html)

# APPENDIX 1

## CF 1 Electric vehicle charging infrastructure

### Assumptions

	2030	2040	2045
Cumulative average square feet of new commercial building space per parking spot	300	300	300
Target percent of new workplace parking to have EV charger installed	20%	20%	25%
Target percent of new multi-unit dwelling residents with EV charger access	15%	25%	30%
Target percent of new single-family homes to have EV charger outlet installed	15%	25%	35%
Cumulative percent commercial buildings that are office space with parking	59%	64%	64%
Cumulative average square feet of existing commercial building space per parking spot	600	600	600
Target percent of existing workplace parking to have EV charger installed	7%	8%	10%
Target percent of existing multi-unit dwelling residents with access to EV charging	7%	8%	10%
Cumulative target additional public parking spaces with EV charging	38	55	60
Cumulative percent of EV purchases that replace a gasoline vehicle	98%	97%	96%
Cumulative percent of EV purchases that replace a diesel vehicle	2%	3%	4%
Target percent of heavy-duty vehicle converted to EV	5%	20%	25%

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	-22,561,870	-36,502,430	-51,974,960
Emissions reduction (MTCO <sub>2e</sub> )	24,420	49,390	69,780

## Performance Indicators

	2030	2040	2045
New non-residential parking spaces with EV charging	1,570 EV charging ports installed at new non-residential buildings.	3,160 EV charging ports installed at new non-residential buildings.	5,010 EV charging ports installed at new non-residential buildings.
New multi-unit dwelling residential parking spaces with EV charging	810 EV charging ports installed at new multi-family residential buildings.	3,380 EV charging ports installed at new multi-family residential buildings.	5,290 EV charging ports installed at new multi-family residential buildings.
New single-family residential parking spaces with EV charger outlet	680 EV charging outlets installed at new single-family residential buildings.	1,970 EV charging outlets installed at new single-family residential buildings.	3,600 EV charging outlets installed at new single-family residential buildings.
Existing non-residential parking spaces with EV charging	1,540 EV charging ports installed at existing non-residential buildings.	2,100 EV charging ports installed at existing non-residential buildings.	2,770 EV charging ports installed at existing non-residential buildings.
Existing multi-unit dwelling residential parking spaces with EV charging	1,850 EV charging ports installed at existing multi-family residential buildings.	2,570 EV charging ports installed at existing multi-family residential buildings.	3,530 EV charging ports installed at existing multi-family residential buildings.
Existing additional public parking spaces with EV charging	38 EV charging ports installed at existing public locations.	60 EV charging ports installed at existing public locations.	60 EV charging ports installed at existing public locations.

# APPENDIX 1

	2030	2040	2045
Number of light-duty electric vehicles purchased or leased	5510 light-duty electric vehicles purchased or leased	10,840 light-duty electric vehicles purchased or leased.	16,110 light-duty electric vehicles purchased or leased

## GHG Method

The project team relied on data from the Strive San Mateo General Plan 2040 Land Use Element for the projected buildout of nonresidential buildings in San Mateo, along with data from Association of Bay Area Governments (ABAG) Plan Bay Area on projected buildout of households in San Mateo out to 2050, to estimate the number of new buildings that would be impacted by an electric vehicle charging infrastructure new construction reach code. The team used permit data from the U.S. Department of Housing and Urban Development to estimate the percent of new residential units that will be single family or duplex vs. 3+ unit multifamily. Using assumptions regarding the building square footage per new development parking space, the team identified the total number of parking spaces associated with multi-family residential and commercial development, assuming an increasing percentage of new development parking spaces will be required to be built electric vehicle (EV) capable to accommodate electric vehicle supply equipment (EVSE). The team looked at how the deployment of EVSE in new development is projected to increase the rate at which residents and employees will replace gasoline vehicles with EVs, and estimated how the increased adoption of EVs is likely to decrease the VMT (and associated gasoline and diesel consumption) from gasoline and diesel vehicles and increase the VMT (and associated electricity use) from EVs. The team then applied emission factors for avoided gasoline and diesel consumption, and increased electricity use, and took the difference as the net reduction in GHG emissions.

## GHG Sources

California Air Resources Board. 2022. "EMFAC2021 Web Database."

NREL, 2018. "CEC EV Infrastructure Projection Tool (EVI-Pro)."

U.S. Census Bureau. 2017. "American Community Survey."

U.S. Department of Energy. 2019. "www.fueleconomy.gov."

U.S. Department of Housing and Urban Development. 2019. "State of the Cities Data Systems."

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

U.S. Department of Transportation Federal Highway Administration. 2016. "Average miles driven per year by state."

# APPENDIX 1

## CF 2 Electric vehicle education and outreach

### Assumptions

	2030	2040	2045
Target percent of total community Transportation Network Company (TNC) VMT from electric vehicles	30%	45%	60%
Target percent total community VMT from electric vehicles	30%	60%	70%

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	-4,334,040	-6,786,810	-10,211,980
Emissions reduction (MTCO <sub>2</sub> e)	4,910	8,030	12,360

### Performance Indicators

	2030	2040	2045
Annual additional VMT travelled by EV TNCs	17,528,180 vehicle miles travelled by internal combustion engine transportation network companies vehicles replaced with electric vehicles.	30,375,160 vehicle miles travelled by internal combustion engine transportation network companies vehicles replaced with electric vehicles.	45,704,900 vehicle miles travelled by internal combustion engine transportation network companies vehicles replaced with electric vehicles.

### GHG Method

The projected team relied on forecasted total community VMT from passenger vehicles and estimates from the City of San Francisco on the percent of total community VMT from Transportation Network Companies (TNCs) to estimate the total annual VMT from TNCs in City of San Mateo. The team assumed that the policy or program aimed at regulating or incentivizing TNCs to increase adoption of EVs will results in a specific percent of TNCs being EVs by a given target year, and then estimated how the increased adoption of TNC EVs will decrease the VMT (and associated gasoline consumption) associated with gasoline vehicles and increase the VMT (and

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

associated electricity consumption) associated with EVs. The team applied the emission factor for avoided gasoline consumption, and an emissions factor for increased electricity use. The difference between the two results is the net GHG reduction from this measure.

## GHG Sources

California Air Resources Board, 2022. "EMFAC2021 Web Database."

San Francisco County Transportation Authority. 2017. "TNCs Today: A Profile of San Francisco Transportation Network Company Activity."

US Department of Energy. 2019. [www.fueleconomy.gov](http://www.fueleconomy.gov).

## CF 3 Clean City fleet

### GHG Assumptions

	2030	2040	2045
Percent of City vehicles replaced with EVs	25%	45%	60%
Percent of City vehicles fueled by biomethane	15%	20%	25%

### Activity and GHG Reductions

	2030	2040	2045
Electricity savings (kWh)	-105,540	-212,500	-319,750
Emissions reduction (MTCO <sub>2</sub> e)	130	200	270

### Performance Indicators

	2030	2040	2045
Fleet EV VMT	610,020	1,250,360	1,779,020
Fleet biomethane VMT	366,010	555,720	741,260



# APPENDIX 1

## GHG Method

The projected team looked at State projections for regional increases in electric and natural gas (including biomethane) vehicles and applied these proportions to the City municipal fleet. The team then took the local projections for increases in electric and natural gas vehicles in the municipal fleet and identified the increase in electric and natural gas VMT resulting from local policies. The team then adjusted the natural gas VMT to account for the different energy density of natural gas and gasoline/diesel and calculated the increase in electricity resulting from greater municipal EV adoption. Lastly, the team applied emission factors, taking the net difference between decreased VMT emissions from electric and natural gas vehicle adoption and increased electricity use as the overall GHG benefit.

## GHG Sources

City of San Mateo. 2007. *City of San Mateo Greenhouse Gas Emissions Inventory Report*. <https://www.cityofsanmateo.org/DocumentCenter/View/5262/APPENDIX-S-October24-2007?bidId=>

ICLEI Local Governments for Sustainability USA. 2012. *US Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions*. <http://www.icleiusa.org/tools/ghgprotocol/community-protocol>.

Gable, C., and Gable, S. 2019. "Gasoline Gallon Equivalents (GGE)." <https://www.thoughtco.com/fuel-energy-comparisons-85636>.

## CF 4 Clean fuel

## GHG Assumptions

	2030	2040	2045
Target % total community VMT from hydrogen vehicles	8%	30%	45%

## Activity and GHG Reductions

	2030	2040	2045
Electricity savings (kWh)	-2,186,300	-8,413,180	-13,430,770
Emissions reduction (MTCO <sub>2</sub> e)	4,210	16,920	26,360

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## Performance Indicators

	2030	2040	2045
Number of heavy-duty hydrogen vehicles purchased or leased	260 hydrogen fuel heavy-duty cell vehicles purchased or leased .	1,110 hydrogen fuel cell heavy-duty vehicles purchased or leased .	1,770 hydrogen fuel cell heavy-duty vehicles purchased or leased .

## GHG Method

The project team estimated how the deployment of hydrogen fueling stations will increase the rate at which residents and employees will replace heavy-duty gasoline and diesel vehicles with hydrogen fuel cell vehicles (FCVs). The team analyzed how the increased adoption of FCVs is likely to decrease the VMT (and associated gasoline consumption) associated with heavy-duty gasoline diesel vehicles and increase the VMT (and associated hydrogen consumption) associated with FCVs. The team used data from the U.S. Department of Energy on the efficiency of the electrolysis process to estimate the amount of electricity required to produce hydrogen. The team then applied an emission factor for avoided gasoline and diesel consumption to estimate the emissions reduction associated with reduced gasoline and diesel consumption, and an emission factor for electricity consumption to estimate the emissions increase associated with increased electricity use. The net resulting emissions is the estimated emissions avoided from the policy.

## GHG Sources

California Air Resources Board, 2022. "EMFAC2021 Web Database."

California Air Resources Board, 2023. "Final 2022 Scoping Plan – AB 32 GHG Inventory Sectors Modeling Data Spreadsheet." <https://ww2.arb.ca.gov/our-work/programs/ab-32-climate-change-scoping-plan/2022-scoping-plan-documents>.

US Department of Energy, 2019. [www.fueleconomy.gov](http://www.fueleconomy.gov).

U.S. Department of Energy, 2019. "DOE Technical Targets for Hydrogen Production from Electrolysis."

# APPENDIX 1

## ST 1 Bicycle mode share

### GHG Assumptions

	2030	2040	2045
Additional miles of bike lanes	22	45.2	45.2

### Activity and GHG Reduction

	2030	2040	2045
Travel savings (VMT)	300,960	704,120	751,370
Emissions reduction (MTCO <sub>2</sub> e)	80	170	180

### Performance Indicators

	2030	2040	2045
Total miles of bike lanes	78	101	101

### GHG Method

The project team identified projected increase in bike lanes from implementation of the Bicycle Master Plan. Based on the proposed additional miles of bike lanes in San Mateo, the team followed the recommendations of the California Air Pollution Control Officer's Association to estimate the projected decrease in VMT as a result. The team then applied the appropriate emissions factors to calculate the GHG reduction.

### GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

City of San Mateo. 2019. *City of San Mateo Bicycle Master Plan*. <https://www.cityofsanmateo.org/3944/Bicycle-Master-Plan-Update>.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## ST 2 Pedestrian mode share

### GHG Assumptions

It is assumed that all new development occurs in infill areas (areas with existing development)

### Activity and GHG Reduction

	2030	2040	2045
Travel savings (VMT)	436,590	497,160	530,520
Emissions reduction (MTCO <sub>2</sub> e)	110	120	130

### Performance Indicators

There are no performance indicators associated with this measure.

### GHG Method

Using the Pedestrian Master Plan, the project team identified the existing and planned miles of sidewalks and pedestrian pathways in San Mateo. The team applied a method recommended by the California Air Pollution Control Officers Association to determine the VMT reduction, and then applied the appropriate emissions factor to calculate GHG reductions.

### GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

City of San Mateo. 2012. "Citywide Pedestrian Master Plan." <https://www.cityofsanmateo.org/2218/Pedestrian-Master-Plan>

# APPENDIX 1

## ST 3 Micromobility and shared mobility

### GHG assumptions, activity and GHG reductions, and performance indicators.

This is a supportive measure, due to the lack of sufficient data or a feasible method of quantification that would avoid double-counting reductions with other measures. As a result, there are no assumptions, activity or GHG reductions, and performance indicators associated with this measure.

#### GHG Method

Supportive measures do not produce direct, measurable GHG reductions, so no calculations were made.

#### GHG Sources

Supportive measures do not produce direct, measurable GHG reductions. There are no sources for GHG reduction calculations for supportive measures.

## ST 4 Public transit service

### GHG Assumptions

	2030	2040	2045
Bus coverage	15%	20%	20%
Percent increase in Caltrain service	25%	40%	50%

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	-10,253,31	-23,468,340	-31,189,470
Travel savings (VMT)	13,770,100	23,451,790	29,098,510
Emissions reduction (MTCO <sub>2</sub> e)	3,610	5,660	6,910

### Performance Indicators

	2030	2040	2045
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# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

Bus commute share	15%	20%	20%
Average Caltrain daily ridership in San Mateo	8,070	12,900	15,720

## GHG Method

For increases in the bus coverage network, the project team made an assumption regarding the percentage increase in bus network miles. Using methods from the California Air Pollution Control District, the project team determined the VMT reduction that would occur given this increase in network coverage, and then applied the appropriate GHG emissions factor. For an increase in Caltrain service frequency, the project team reviewed Caltrain's existing business plan and projected increases in service under the "Moderate Growth" scenario, then applied this increase to San Mateo. Using factors from the inventory and existing/planned activity calculations, the team determined the VMT reduction from increased Caltrain service as well as the increase in electricity use due to Caltrain becoming a mostly electric system. The team applied the appropriate emissions factors to the difference in VMT to calculate a reduction in emissions.

## GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

Caltrain. 2020. *Caltrain Business Plan Summary Report*.  
<https://www.caltrain.com/media/24042/download?inline>.

Caltrain. 2019. *Caltrain Business Plan: Developing a Long-Range Vision for Caltrain*. [https://caltrain2040.org/wp-content/uploads/CBP\\_CIA\\_R2\\_Booklet\\_SanMateo-2.pdf](https://caltrain2040.org/wp-content/uploads/CBP_CIA_R2_Booklet_SanMateo-2.pdf).

U.S. Census Bureau. 2023. 2014 – 2019 American Community Survey 5-Year Estimates, B08006: Sex of Workers by Means of Transportation to Work [data table].

# APPENDIX 1

## ST 5 Commuter programs

### GHG Assumptions

	2030	2040	2045
Percent of existing employers (pre-2006) participating in TDM	5%	20%	30%
Average trip reduction from voluntary TDM participation, beyond other CAP measures	8%	30%	40%

### Activity and GHG Reduction

	2030	2040	2045
Travel savings (VMT)	15,290	278,640	669,000
Emissions reduction (MTCO <sub>2</sub> e)	Less than 10	70	160

### Performance Indicators

	2030	2040	2045
Existing (pre-2006) businesses participating in TDM efforts	130	540	810

### GHG Method

The project team identified the amount of commute-related VMT from personal vehicles associated with existing businesses and applied the projected metrics from voluntary participation in Transportation Demand Management (TDM) programs to determine the total VMT reduction from implementation of this measure. The team then used the appropriate emissions factors to calculate GHG reductions. It is assumed that these TDM standards would go beyond trip reductions associated with other measures in the CAP, as the goal of TDM efforts is to reduce trip generation below the level that would otherwise occur if the TDM requirement was not in place.

### GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."



# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## ST 6 Transportation Demand Management

### GHG Assumptions

	2030	2040	2045
Percent of new developments subject to TDM rules	90%	90%	90%
Average trip reduction from new development subject to TDM rules, beyond other CAP measures	10%	15%	20%

### Activity and GHG Reduction

	2030	2040	2045
Travel savings (VMT)	7,646,580	32,944,170	56,484,350
Emissions reduction (MTCO <sub>2</sub> e)	2,010	7,950	13,410

### Performance Indicators

	2030	2040	2045
Service population in new development (2018 and later) subject to the TDM ordinance	29,940	65,680	86,010

### GHG Method

The project team determined the number of new people and jobs in developments that would be subject to TDM rules, excluding those already identified through the existing and planned activities assessment. Using projections of future TDM standards, the project team determined the amount of VMT that would be reduced by future TDM requirements, then converted this reduction to a decrease in GHG emissions. It is assumed that these TDM standards would go beyond trip reductions associated with other measures in the CAP, as the goal of TDM efforts is to reduce trip generation below the level that would otherwise occur if the TDM requirement was not in place.

# APPENDIX 1

## GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

## ST 7 Transit-oriented development

### GHG Assumptions

	2030	2040	2045
Percent of new units in areas supporting transit-oriented development	95%	95%	95%
Percent of new nonresidential square footage in areas supporting transit-oriented development	90%	90%	90%

### Activity and GHG Reduction

	2030	2040	2045
Travel savings (VMT)	38,865,630	78,398,130	99,833,910
Emissions reduction (MTCO <sub>2</sub> e)	10,200	18,920	23,700

### Performance Indicators

	2030	2040	2045
New development in TOD zones	9,610 households and 7,350 employees	20,330 households and 14,880 employees	26,520 households and 18,970 employees

### GHG Method

The project team identified the anticipated development in areas that support transit-oriented development and used geospatial analysis to obtain a reasonable estimate of the new growth potential in these areas. The team then used resources from the California Air Pollution Control Officers Association to determine the VMT reduction associated with transit-oriented development in these areas, then applied the appropriate emissions factors to calculate GHG reductions.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## GHG Sources

California Air Pollution Control Officers Association. 2021. "Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity."

City of San Mateo. 2018. Area plans [GIS file].

City of San Mateo. 2018. SMRoadCenterline [GIS file].

Metropolitan Transportation Commission. 2017. Major\_Transit\_Stops\_2017 [GIS file].

# APPENDIX 1

## SW 1 Composting program

### GHG Assumptions

	2030	2040	2045
Residential composting participation rate	90%	93%	95%
Nonresidential composting participation rate	85%	88%	90%

### Activity and GHG Reduction

	2030	2040	2045
Waste savings (tons)	2,350	3,900	4,220
Emissions reduction (MTCO <sub>2</sub> e)	1,030	1,710	1,850

### Performance Indicators

	2030	2040	2045
Composting participation levels	47,270 households and 3,890 businesses	59,020 households and 4,510 businesses	66,800 households and 4,880 businesses

### GHG Method

The project team reviewed the number of future projected residences and nonresidential buildings participating in the community's composting program, removing the currently participating customers to only focus on growth in the composting program. The team used results of a statewide waste characterization study to estimate the total amount of organic waste generated by the participants and combined this information with technical factors for waste decomposition by materials to identify the total reduction in GHG emissions.

### GHG Sources

California Air Resources Board. 2010. *Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories* version 1.1. [https://ww3.arb.ca.gov/cc/protocols/localgov/pubs/lgo\\_protocol\\_v1\\_1\\_2010-05-03.pdf](https://ww3.arb.ca.gov/cc/protocols/localgov/pubs/lgo_protocol_v1_1_2010-05-03.pdf)

California Air Resources Board. 2011. *Landfill Emissions Tool* version 1.3. <https://ww3.arb.ca.gov/cc/landfills/landfills.htm>

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

California Department of Resources Recycling and Recovery. 2020. *2018 Disposal-Facility-Based Characterization of Solid Waste in California*. <https://www2.calrecycle.ca.gov/Publications/Details/1546>.

City of San Mateo. 2022. *2022 Climate Action Plan Annual Progress Report*. <https://www.cityofsanmateo.org/3962/CAP-Progress-Updates>

## SW 2 Expanded recycling service

### GHG Assumptions

	2030	2040	2045
Target diversion rate	85%	88%	90%

### Activity and GHG Reduction

	2030	2040	2045
Waste savings (tons)	9,860	12,570	14,330
Emissions reduction (MTCO <sub>2</sub> e)	6,070	7,730	8,820

### Performance Indicators

	2030	2040	2045
Total tons of recyclables recovered (curbside bins only)	22,450	27,420	30,480

### GHG Method

The project team looked at projections of how San Mateo's diversion rate from curbside recycling may increase in future years and used statewide waste characterization studies to identify the amounts of various material types that could be recovered from this increase. The team then applied the results of technical studies about waste decomposition to determine the total GHG reductions that would result from increased waste collection.

### GHG Sources

California Air Resources Board. 2010. *Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories* version 1.1. [https://www3.arb.ca.gov/cc/protocols/localgov/pubs/lgo\\_protocol\\_v1\\_1\\_2010-05-03.pdf](https://www3.arb.ca.gov/cc/protocols/localgov/pubs/lgo_protocol_v1_1_2010-05-03.pdf)

# APPENDIX 1

California Air Resources Board. 2011. Landfill Emissions Tool version 1.3. <https://ww3.arb.ca.gov/cc/landfills/landfills.htm>

California Department of Resources Recycling and Recovery. 2020. *2018 Disposal-Facility-Based Characterization of Solid Waste in California*. <https://www2.calrecycle.ca.gov/Publications/Details/1666>.

Chow, A. 2023. City of San Mateo. Personal communication to E. Krispi, PlaceWorks. April 24.

## SW 3 Waste awareness and source reduction

### GHG Assumptions

	2030	2040	2045
Decrease in non-organic and non-recyclable waste tonnage	5%	20%	50%

### Activity and GHG Reduction

	2030	2040	2045
Waste savings (tons)	15,420	30,110	41,510
Emissions reduction (MTCO <sub>2</sub> e)	2,080	4,050	5,590

### Performance Indicators

	2030	2040	2045
Decrease in non-organic and non-recyclable waste tonnage sent to landfills	15,420	30,110	41,510

### GHG Method

The project team looked at statewide waste characterization studies to determine the amount of materials being produced in San Mateo that could not be recycled or composted (including construction and demolition wastes) and used technical studies about waste characterization to determine the GHG emissions associated with a ton of this waste material. The project team then examined projections about waste awareness potential to identify how much of this waste could be reduced in future years and combined these two outcomes to determine the total GHG savings.

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

## GHG Sources

California Air Resources Board. 2010. *Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories* version 1.1. [https://ww3.arb.ca.gov/cc/protocols/localgov/pubs/lgo\\_protocol\\_v1\\_1\\_2010-05-03.pdf](https://ww3.arb.ca.gov/cc/protocols/localgov/pubs/lgo_protocol_v1_1_2010-05-03.pdf)

California Air Resources Board. 2011. *Landfill Emissions Tool* version 1.3. <https://ww3.arb.ca.gov/cc/landfills/landfills.htm>

California Department of Resources Recycling and Recovery. 2020. *2018 Disposal-Facility-Based Characterization of Solid Waste in California*. <https://www2.calrecycle.ca.gov/Publications/Details/1666>.

## WW 1 Water-efficiency retrofits for existing buildings

### GHG Assumptions

	2030	2040	2045
Percent of existing homes retrofitting water fixtures	50%	70%	80%
Percent of existing businesses retrofitting water fixtures	40%	70%	80%
Percent of existing homes with greywater systems	5%	15%	20%
Percent of existing businesses with greywater systems	3%	10%	15%

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	411,310	777,100	914,320
Water savings (millions of gallons)	160	280	340
Emissions reduction (MTCO <sub>2</sub> e)	170	300	360



# APPENDIX 1

## Performance Indicators

	2030	2040	2045
Number of water efficiency retrofits	19,890 existing homes and 1,610 existing businesses with water efficiency retrofits.	27,840 existing homes and 2,820 existing businesses with water efficiency retrofits.	31,820 existing homes and 3,230 existing businesses with water efficiency retrofits.
Number of greywater system installations as part of retrofit activities	2,120 homes and 120 businesses with greywater systems installed.	6,360 homes and 400 businesses with greywater systems installed.	8,480 homes and 610 businesses with greywater systems installed.

## GHG Method

Working on the assumption that half of greywater systems are laundry-to-landscaping, and that the other half uses greywater from additional sources such as wash basins and showers, the project team identified the water savings resulting from greywater systems for an individual home or business. The project team then used the water savings to determine the decrease in electricity use and direct process emissions associated with this effort per building, and then applied the projections of greywater installations at existing San Mateo buildings as part of retrofit activities to identify the total water, electricity, and direct process emissions. The team applied the appropriate electricity emissions coefficients to identify the additional GHG savings.

## GHG Sources

Alliance for Water Efficiency. 2009. *Making Every Drop Work: Increasing Water Efficiency in California's Commercial, Industrial, and Institutional (CII) Sector*.

<https://www.allianceforwaterefficiency.org/resources/publications/making-every-drop-work-increasing-water-efficiency-california%E2%80%99s-commercial>.

California Department of Water Resources. 2013. *California Water Plan 2013 Update, Volume 3, Chapter 3: Water Use Efficiency*.

[http://toolbox.calwep.org/wiki/California\\_Water\\_Plan\\_2013\\_Update\\_\(selections\)#tab=Vol\\_3\\_Ch\\_3\\_-\\_Water\\_Use\\_Efficiency](http://toolbox.calwep.org/wiki/California_Water_Plan_2013_Update_(selections)#tab=Vol_3_Ch_3_-_Water_Use_Efficiency).

California Department of Water Resources. 2017. *Making Water Conservation a California Way of Life: Implementing Executive Order B-37-16*. <https://water.ca.gov/-/media/DWR-Website/Web->

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

[Pages/Programs/Water-Use-And-Efficiency/Make-Water-Conservation-A-California-Way-of-Life/County-Drought-Planning/Files/Making-Water-Conservation-a-CA-Way-of-Life-EO-B-37-16.pdf](#).

## WW 2 Water-efficient landscaping

### GHG Assumptions

	2030	2040	2045
Reduction in total outdoor water use	10%	20%	25%

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	374,760	827,380	1,086,620
Water savings (millions of gallons)	260	570	750
Emissions reduction (MTCO <sub>2</sub> e)	Less than 10	10	0

### GHG Method

The team estimated the total water use that occurs outdoors in San Mateo and determined the amount that would be reduced based on assumed participation levels. The project team then used the water savings to determine the decrease in electricity use associated with this effort and applied the appropriate electricity emissions coefficients to identify the GHG savings.

### GHG Sources

There are no sources for this measure beyond the inventory and forecast.

## WW 3 Water efficiency in new construction

### GHG Assumptions

	2030	2040	2045
Percent of new homes installing greywater systems	8%	20%	25%
Percent of new businesses installing greywater systems	5%	15%	20%

# APPENDIX 1

## Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	7,620	40,580	66,320
Water savings (millions of gallons)	10	30	50
Emissions reduction (MTCO <sub>2</sub> e)	Less than 10	10	10

## Performance Indicators

	2030	2040	2045
Number of new homes with greywater systems	810	4,280	6,980
Number of new businesses with greywater systems	30	160	280

## GHG Method

Working on the assumption that half of greywater systems are laundry-to-landscaping, and that the other half uses greywater from additional sources such as wash basins and showers, the project team identified the water savings resulting from greywater systems for an individual home or business. The project team then used the water savings to determine the decrease in electricity use and direct process emissions associated with this effort per building, and then applied the projections of greywater installations at new San Mateo buildings to identify the total water, electricity, and direct process emissions. The team applied the appropriate electricity emissions coefficients to identify the additional GHG savings.

## GHG Sources

Alliance for Water Efficiency. 2009. *Making Every Drop Work: Increasing Water Efficiency in California's Commercial, Industrial, and Institutional (CII) Sector*.  
<https://www.allianceforwaterefficiency.org/resources/publications/making-every-drop-work-increasing-water-efficiency-california%E2%80%99s-commercial>.

California Department of Water Resources. 2013. *California Water Plan 2013 Update, Volume 3, Chapter 3: Water Use Efficiency*.  
[http://toolbox.calwep.org/wiki/California Water Plan 2013 Update \(selections\)#tab=Vol 3 Ch 3 - Water Use Efficiency](http://toolbox.calwep.org/wiki/California%20Water%20Plan%202013%20Update%20(selections)#tab=Vol%203%20Ch%203%20-%20Water%20Use%20Efficiency).

# TECHNICAL APPENDIX: METHODS AND ASSUMPTIONS

California Department of Water Resources. 2017. *Making Water Conservation a California Way of Life: Implementing Executive Order B-37-16*. <https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Water-Use-And-Efficiency/Make-Water-Conservation-A-California-Way-of-Life/County-Drought-Planning/Files/Making-Water-Conservation-a-CA-Way-of-Life-EO-B-37-16.pdf>.

## OR 1 Alternative fuel off-road equipment

### GHG Assumptions

	2030	2040	2045
Percent of landscaping equipment that uses electricity	20%	45%	60%
Percent of other off-road equipment that uses electricity	15%	25%	30%

### Activity and GHG Reduction

	2030	2040	2045
Electricity savings (kWh)	-2,201,600	-4,633,000	-6,091,990
Emissions reduction (MTCO <sub>2</sub> e)	3,660	7,130	9,890

### GHG Method

The team used data from the California Air Resources Board and the inventory to identify the reduction in direct emissions per percent of landscaping equipment and non-landscaping off-road equipment converted to electricity traded in. The team then estimated the decrease in gasoline and diesel fuel resulting from this effort and used information about energy density to determine the increase in electricity needs. The team estimated the GHG increase from greater electricity needs and subtracted this from the emission reduction from decreased fuel use to determine the net GHG reduction.

### GHG Sources

Alternative Fuels Data Center. 2014. *Alternative Fuels Data Center – Fuel Properties Comparison*. [https://afdc.energy.gov/fuels/fuel\\_comparison\\_chart.pdf/](https://afdc.energy.gov/fuels/fuel_comparison_chart.pdf/)

California Air Resources Board. 2022. "EMFAC2021 Web Database."

# APPENDIX 1

This page has no content.



## Appendix 2:

# CAP Measure Key Metrics

This appendix summarizes the items that the City will use to track implementation of the CAP. As part of San Mateo's ongoing CAP monitoring and implementation efforts, the City will track progress on the implementation of individual measures. The City will collect specific pieces of data, known as key metrics, for each measure, including the planned actions. These key metrics will be used to identify the implementation status of each measure. City staff, utility companies, and state and regional agencies collect the key metrics to track CAP implementation. Some data may be collected through the Development Checklist in **Appendix 3**. Specific information about the sources of each key metric is given in the monitoring tool. The key metrics are shown in **Table 2-1**.



## APPENDIX 2

**Table 2-1: CAP Measure Key Metrics**

Measure		Time Frame	Lead Department	Key Metric
BE 1	All-electric new construction	Near-term	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of all-electric new construction residential housing units.</li> <li>- Square feet of all-electric new construction non-residential buildings.</li> </ul>
BE 2	All-electric existing buildings	Near-term	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of existing homes with gas to electric HVAC conversions.</li> <li>- Square feet of existing office buildings with gas to electric HVAC conversions.</li> <li>- Number of parking spaces at existing office buildings with EV charging.</li> </ul>
RE 1	Peninsula Clean Energy	Immediate	City Manager's Office	<ul style="list-style-type: none"> <li>- PCE opt-out rate.</li> <li>- kWh supplied by ECO 100</li> </ul>
RE 2	Renewable energy systems for new and existing residences	Immediate	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of homes built before 2018 with solar panels.</li> <li>- Number of total homes (existing and new) with battery energy systems.</li> </ul>
RE 3	Renewable energy systems for new and existing nonresidential buildings	Immediate	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of businesses built before 2018 with solar panels.</li> <li>- Number of existing businesses with battery energy systems.</li> </ul>
EE 1	Residential energy efficiency retrofits	Near-term	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of homes retrofitted.</li> </ul>
EE 2	Nonresidential energy efficiency retrofits	Near-term	City Manager's Office, Community Development	<ul style="list-style-type: none"> <li>- Number of businesses retrofitted.</li> </ul>



# CAP MEASURE KEY METRICS

	Measure	Time Frame	Lead Department	Key Metric
EE 3	Residential tree plantings	Mid-term	City Manager's Office, Parks and Recreation	- Number of households with shade trees.
ME 1	Energy efficiency for new municipal buildings	Mid-term	City Manager's Office, Public Works	None – supportive measure.
ME 2	Energy efficiency at existing municipal buildings	Near-term	City Manager's Office, Public Works	- Square footage of retrofitted municipal buildings.
ME 3	All-electric municipal buildings	Long-term	City Manager's Office, Public Works	- Square feet of existing municipal buildings electrified. - Square feet of new municipal buildings electrified.
CF 1	Electric vehicle charging infrastructure	Immediate	City Manager's Office, Community Development, Public Works	- Number of parking spaces at new nonresidential buildings with EV charging. - Number of parking spaces at existing nonresidential buildings (not including offices) with EV charging. - Number of parking spaces at existing multifamily units with EV charging.
CF 2	Electric vehicle education and outreach	Immediate	City Manager's Office, Community Development	- Estimated number of TNCs operating in San Mateo that are EVs. - Number of residents contacted with EV marketing materials.
CF 3	Clean City fleet	Near-term	Public Works	- Fleet EV VMT. - Fleet biomethane VMT.
CF 4	Clean fuel	Long-term	City Manager's Office, Community Development, Public Works	- Number of hydrogen vehicles registered.

## APPENDIX 2

Measure		Time Frame	Lead Department	Key Metric
ST 1	Bicycle mode share	Mid-term	Community Development, Public Works	- Total miles of bike lanes.
ST 2	Pedestrian mode share	Near-term	Community Development, Public Works	- Percent increase in pedestrian sidewalks and pathways.
ST 3	Micromobility and shared mobility	Near-term	City Manager's Office, Public Works	None – supportive measure.
ST 4	Public transit services	Near-term	City Manager's Office, Public Works	- Bus network coverage. - Caltrain service frequency.
ST 5	Commuter programs	Mid-term	City Manager's Office, Community Development, Public Works	- Pre-2006 businesses participating in TDM efforts.
ST 6	Transportation Demand Management	Immediate	Community Development, Public Works	- Service population in new development subject to the TDM ordinance.
ST 7	Transit-oriented development	Near-term	Community Development	- New development in TOD zones.
SW 1	Composting program	Immediate	Public Works	- Composting participation levels.
SW 2	Expanded recycling service	Near-term	Public Works	- Total tons of recyclables recovered.
SW 3	Waste awareness and source reduction	Near-term	City Manager's Office, Public Works	- Decrease in non-organic and non-recyclable waste tonnage sent to landfills.
WW 1	Water efficiency retrofits for existing buildings	Mid-term	Public Works	- Number of water efficiency retrofits. - Number of greywater system installations in existing buildings.
WW 2	Water-efficient landscaping	Near-term	City Manager's Office, Parks and Recreation	- Estimated outdoor water use

# CAP MEASURE KEY METRICS

Measure		Time Frame	Lead Department	Key Metric
WW 3	Water efficiency in new construction	Mid-term	Community Development	<ul style="list-style-type: none"> <li>- Number of new homes with greywater systems.</li> <li>- Number of new businesses with greywater systems.</li> </ul>
OR 1	Alternative fuel lawn and garden equipment	Mid-term	City Manager's Office, Parks and Recreation	<ul style="list-style-type: none"> <li>- Estimated percent of landscaping equipment that uses electricity.</li> <li>- Estimated percent of non-landscaping equipment that uses electricity.</li> </ul>





# City of San Mateo Climate Action Plan



## Appendix 3: CAP Consistency Checklist

The following checklist assists project applicants and City staff to determine whether a proposed project complies with the City of San Mateo CAP. The CAP is an implementation tool of the General Plan, demonstrating the City's strategy to reduce greenhouse gas (GHG) emissions consistent with Section 15183.5 of the California Environmental Quality Act (CEQA) Guidelines. New projects deemed consistent with the CAP are eligible for streamlining the analysis of GHG emissions. Projects inconsistent with the CAP may refer to this checklist for informational purposes but may have to submit a separate GHG analysis for the project. Examples of projects inconsistent with the City's forecast include:

- Stationary source emissions regulated by the Bay Area Air Quality Management District.
- General Plan amendments.
- New specific plans, amendments to specific plans, or new development agreements that would increase the population and nonresidential land use expectations beyond those anticipated in the General Plan buildout scenario.



# APPENDIX 3

## Development Checklist

### Project Description Characteristics

Please identify the applicable land uses included in the proposed project and provide a brief description of the proposed project (or the project description to be used for the associated environmental document).

1) What is the size of the project (in acres)?

2) Identify the applicable land uses:

- Residential
- Commercial
- Industrial
- Manufacturing
- Other

3) If there is a residential component to the project, how many units are being proposed?

Single-family residences:	:	
Multi-family residences:	:	

4) Please provide a brief project description, including the square footage of conditioned space by land use:

5) Does the project require any amendments to the General Plan or specific plans?

Yes No

If yes, please explain:

# CAP CONSISTENCY CHECKLIST

6) Is the project located in a specific plan area?

Yes No

If so, which one? \_\_\_\_\_

7) Please complete the following table to identify project compliance with any applicable CAP measures.

## Standards for CAP Consistency – New Development

Reduction Measure and Applicable Standard	Does the Project Comply?	Notes & Comments
<b>BE 1. All new development:</b> The project does not have natural gas connections, and does not have any natural gas appliances or other equipment installed	Yes No N/A	Additional notes:
<b>RE 2. All new developments with residential units:</b> The project includes an on-site renewable energy system that meets or exceeds the minimum requirements of the California State Building Code	Yes No N/A	If yes, what is the kW potential of the renewable energy system?  Additional notes:
<b>RE 2. All new developments with residential units:</b> The project includes an on-site energy storage system, such as a battery.	Yes No N/A	If yes, how much electricity does the system store?  Additional notes:
<b>RE 3. All new developments with nonresidential space:</b> The project includes an on-site renewable energy system that meets or exceeds the minimum requirements of the California State Building Code	Yes No N/A	If yes, what is the kW potential of the renewable energy system?  Additional notes:



# APPENDIX 3

Reduction Measure and Applicable Standard	Does the Project Comply?	Notes & Comments
<b>RE 3. All new developments with nonresidential space:</b> The project includes an on-site energy storage system, such as a battery.	Yes No N/A	If yes, how much electricity does the system store?  Additional notes:
<b>EE 3. All new developments with residential units:</b> The project includes trees that provide shade to residences.	Yes No N/A	If yes, how many residences are shaded by newly planted trees?  Additional notes:
<b>CF 1. All new development with dedicated off-street parking:</b> The project includes parking spaces with installed EV chargers or are pre-wired for EV chargers, consistent with state and any local regulations.	Yes No N/A	If yes, how many spaces include installed EV chargers?  If yes, how many spaces are pre-wired for EV chargers?  Additional notes:
<b>CF 1. All new development with dedicated off-street parking:</b> The project includes parking spaces with installed EV chargers that are accessible by members of the public beyond those who live and/or work at the project.	Yes No N/A	If yes, how many spaces with installed EV chargers are accessible by members of the public?  If yes, how many Level 3 chargers installed as part of this project are publicly accessible?  Additional notes:

# CAP CONSISTENCY CHECKLIST

Reduction Measure and Applicable Standard	Does the Project Comply?	Notes & Comments
<b>ST 6. New developments of at least six multi-family units and/or 10,000 square feet of nonresidential space:</b> Implement TDM strategies to comply with the appropriate trip reduction target identified in applicable area plans and San Mateo Citywide TDM Plan.	Yes No N/A	If yes, what is the trip reduction target for the project? % short-term commute trip reduction % long-term commute trip reduction What strategies will the project use to achieve these trip reduction targets?  Additional notes:
<b>ST 6. Projects of at least 20 multi-family units and/or 50,000 square feet of nonresidential space undergoing additions or alterations (as defined in San Mateo Municipal Code Section 23.06.012):</b> Implement TDM strategies consistent with the targets in relevant area plans and the San Mateo Citywide TDM Plan.	Yes No N/A	If yes, what is the trip reduction target for the project? % short-term commute trip reduction % long-term commute trip reduction What strategies will the project use to achieve these trip reduction targets?  Additional notes:
<b>ST 7. All new development:</b> Be located along El Camino Real, within one-half mile of any Caltrain station, or in the Rail Corridor Transit Oriented Development or Hillsdale Station Area Plan areas.	Yes No N/A	Additional notes:

## APPENDIX 3

Reduction Measure and Applicable Standard	Does the Project Comply?	Notes & Comments
<b>SW 1. All developments with multifamily units or nonresidential space:</b> Provide an area of sufficient space to store and allow access to a compost bin.	Yes No N/A	Does the project participate in any composting programs?  Does the project compost on-site?  Additional notes:
<b>WW 3. All new development:</b> Include a greywater system.	Yes No N/A	If yes, is the greywater system "laundry-to-landscape" or another type of system?  Additional notes:



## Appendix 4:

# Summary of Community Workshop

The City, with support from the PlaceWorks and DNV GL consultant team, hosted a community meeting for the Climate Action Plan (CAP) update on Thursday, June 6, 2019, from 6:00 to 8:00 pm at the San Mateo Public Library.

The purpose of this workshop was to provide community members with an overview of the 2015 CAP and the CAP update process, the results of the new and updated GHG inventory, and the new and revised GHG mitigation measures that will be included in the updated CAP. This workshop offered an opportunity to receive feedback on the measures and suggest additional reduction measures for the CAP.

City staff and members of the consultant team facilitated the workshop. Approximately 50 community members attended and participated. The workshop included a presentation about the CAP update and a summary of work-to-date, a question-and-answer period, and an open house that allowed participants to review draft GHG reduction measures, provide input, and engage with staff, consultants, and other community members. Community members reviewed the proposed measures by placing colored dots next to each measure: green for measures they supported, yellow for measures they supported with some reservations or concerns, and red for measures they did not support.



# APPENDIX 4

The following results are organized by poster topic and present the number and type of dots for each measure (green, yellow, or red) and any open comments received on sticky notes and easel pads. No comment cards were submitted during the meeting, although some additional comments were submitted later via email.

## BOARD 1: RENEWABLE ENERGY

Measure	Greens	Yellows	Reds
Measure 1: Continue to support Peninsula Clean Energy (PCE) and encourage residents and businesses not already participating in PCE, especially large energy users, to join.	17	1	0
Measure 2: Continue promoting renewable energy systems for new homes and businesses with education and incentives.	12	2	0
Measure 3: Continue to encourage property owners to install renewable energy systems on existing homes and businesses.	12	2	0
Measure 4: Renew San Mateo's requirement for new buildings to include solar panels, going beyond state requirements.	11	2	1
Measure 5: Promote battery storage systems as a part of renewable energy installations.	8	6	0
Measure 6: Set up microgrid demonstration projects.	5	5	1

## Renewable Energy Open Comments

**Measure 4:** We need a way to store power from PV to use at night, check out Sandford's [sic] Central Energy Facility's thermal storage/heat recovery.

**Measure 4:** More infill to reduce VMT.

**Measure 6:** There are a lot of bigger things we can do.

**Measure 5:** Batteries – What level of support will this provide? For whom? How rapidly will today's batteries become obsolete if the technology is evolving rapidly?

Will microgrid demonstration have a significant impact?

# SUMMARY OF COMMUNITY WORKSHOP

On/Off grid solar installs - reduce fees if install option to supply power when PCE down to house/buildings.

# APPENDIX 4

## BOARD 2: ENERGY EFFICIENCY AND CONSERVATION

Measure	Greens	Yellows	Reds
Measure 1: Continue to provide education about energy efficiency retrofits to residents and businesses, including information about financing.	9	2	1
Measure 2: Provide incentives for energy efficiency retrofits.	11	1	0
Measure 3: Establish a program to require home energy assessments at the time of sale.	12	2	0
Measure 4: Provide incentives for all-electric new construction.	7	1	0
Measure 5: Encourage upgrades to existing buildings to support all-electric operations.	9	0	0
Measure 6: New municipal buildings and facilities will be all-electric or will use alternative fuels.	9	1	0
Measure 7: Establish a commercial and multi-family energy conservation benchmarking program and offer low- or no-cost energy audits to rental properties and business.	11	0	0
Measure 8: Continue to conduct energy efficiency retrofits for existing municipal buildings.	7	0	0

### Energy Efficiency and Conservation Open Comments

Require Net Zero on existing homes.

Cut energy use everywhere else in the US that is hotter and/or colder than San Mateo: urban infill.

Urge people to wear sweaters etc.

Incentivize cleaner emission leaf blowers (continuing the work sustainability commission started in 2018 then halted).

Make a contest, who can reduce their emissions? Or compare vs. an average.

Require by law, plus shift housing to the public sector.



# SUMMARY OF COMMUNITY WORKSHOP

Prioritize PCE 100 – how does it compare to home retrofits?

Ban military recruiters so our citizens don't participate in the world's worst institutional emitter: the US military.

Incentivize won't save us. If we want to stop Armageddon, we must require sustainable to its fullest extent, right now!

## BOARD 3: ALTERNATIVE TRANSPORTATION

Measure	Greens	Yellows	Reds
Measure 1: Expand the public shuttle system in San Mateo, including using microtransit to provide first-mile and last-mile connections.	23	0	0
Measure 2: Continue to support reduction of commuter-related vehicle trips through the City's Transportation Demand Management program and other employer-focused programs.	11	1	0
Measure 3: Expand carpool options for San Mateo residents and commuters.	3	4	1
Measure 4: Implement the Bicycle Master Plan and continue to support additional shared mobility options.	22	0	1
Measure 5: Continue to make walking a safe and easy way to get around San Mateo.	27	0	0
Measure 6: Increase transit-oriented developments along El Camino Real and near Caltrain stations.	22	3	0
Measure 7: Support new rapid bus transit routes.	14	1	0
Measure 8: Improve the frequency of Caltrain services, particularly to the Hayward Park station.	17	1	0

## Alternative Transportation Open Comments

Increase penalty for stealing bicycles.

Encourage mixed-use development to reduce SOV.

# APPENDIX 4

Close B Street to car traffic and institute shuttle to encourage less driving in City core.

Help change mindset of Peninsula re: BART/Bus Service.

Spend more on GHG Reduction than road maintenance and more truck free roads (weight and potholes) and more car free walking streets.

Eliminate traffic deaths for pedestrians and bicyclists with Vision Zero. New York City is good example.

Sierra Club recommends dividend account parking.

San Mateo needs to be much more bike friendly. 1) more dedicated lanes, 2) lights triggered by bike, 3) Require businesses like Safeway to have bike racks. (1 green)

Citywide mobility targets: Portland does it with target mode share (1 green)

Increase buses and vans use. Incentivize use, increases status of transit use.

More east-west transit opportunities shuttles, scooter, etc.!

Increase bike boulevards and bike infrastructure.

Work from home!!

Need bus-only lanes and transit signal priority. (2 greens)

Bike Streets work North/South (Claremont, Edinburg, Flores).

Create bus routes that allow access to natural public spaces like Laurelwood park and Purisima Creek. This will create love for nature and drive action.

Ridesharing kills public transit, congest streets, and abuses workers. The City must impose a heavy cap on Uber & Lyft vehicles to save our streets.

Light intersections that are triggered by bikes.

Educate residents and visitors on their impacts while driving.

What can the City do to reduce people idling in their cars? (1 green)

# SUMMARY OF COMMUNITY WORKSHOP

Affordable housing = reduced GHGs (2 greens)

Fewer cars, more public transit! Increased frequency in bus service, other non-car modes.

Affordable housing for workers = fewer trip = lower GHG where is housing in the CAP?

Change the topic/sector name – alternative to what?

## BOARD 4: ALTERNATIVE FUELS

Measure	Greens	Yellows	Reds
Measure 1: Require all new buildings to have EV charging infrastructure.	15	5	0
Measure 2: Continue to encourage EV charging infrastructure in existing homes and businesses.	8	0	1
Measure 3: Continue to install EV charging infrastructure in public parking lots and garages.	17	0	1
Measure 4: Transition San Mateo's municipal fleet to electric and other clean-energy vehicles.	15	1	0
Measure 5: Continue to educate community members about the availability of hybrid and clean-fuel landscaping equipment.	13	4	4
Measure 6: Buy hybrid and clean-fuel landscaping equipment for municipal use as options are available.	11	0	0

## Alternative Fuels Open Comments

**Measure 3:** Battery Ready

**Measure 5:** Very low hanging fruit compared to something as important as diet, which is not even mentioned so far. Topic 4, Measure 5

**Measure 5:** Start with large properties like churches, help them through issues like extension cord length limits (if they exist).

## APPENDIX 4

**Measure 5:** Go beyond education. Need a competitive “green yard” program for homeowners. Need to incentivize or network commercial properties and churches to transition them ASAP. The landowners already have equipment for Menlo Park and Atherton!

**Measure 5:** Ordinance to restrict gas landscape equipment.

EVs are great but often not affordable could there be financial incentives and subsidy?

More community charging stations are needed. Will Measure 1 create charging stations that can be shared by the public? Even by registering them with the building or something?

**Measure 2:** Provide incentives!!

**Measure 5:** This will work as well as abstinence-only sex ED

Biodiesel incentives? Can reduce net carbon emissions and use waste oil.

You always mention EI. Cars = No!!! Go hydrogen!

Change the topic/sector name – alternative to what?

### BOARD 5: SOLID WASTE

Measure	Greens	Yellows	Reds
Measure 1: Continue to expand San Mateo’s composting program to businesses and multi-family homes.	25	0	0
Measure 2: Accept new types of materials in recycling bins as economics allow.	8	5	0
Measure 3: Create a materials reuse program and educate community members about ways to make unwanted items available for reuse.	11	2	1
Measure 4: Explore a ban on single-use plastics.	22	6 (Do it! Just do it!)	0
Measure 5: Work with waste haulers to reduce contamination of recyclables.	12	1	0

# SUMMARY OF COMMUNITY WORKSHOP

## Solid Waste Open Comments

Multi-family composting opportunities are a must!! You can also put the collection points in parks and around the community!

If composting in multi-family units is problematic, at least offer compost drop off points through the City!

Recycling info keeps changing. We need way better educations.

Create a mass distribution program for reusable bottle, paid for through business tax hikes.

My condo association will be charged if we get composting so we don't compost.

Solid waste = 3% of the GHG. These programs are good but please do not use a lot of \$\$.

More guidance is needed about good vs. poor recycling habits. (what plastics are good)

Be able to recycle black plastic or don't allow it to be used. (1 green)

I wish we could get more compost delivered to our houses.

Biweekly recycling and garbage pickup instead of weekly? Other cities have tried this. Since San Francisco/Recology has one of the best recycling/zero waste programs in the USA, why not excel at it here in San Mateo! If pickups were fewer, folks might be motivated (or forced) to decrease their waste. Fewer pickups also means less fuel/energy wasted by the trucks.

Tax consumers for clamshells in packaging – like plastic bags.

**Measure 4:** reusable bags require more energy to produce... causing more production.

Stop selling chemicals – pass an ordinance.

People are either uneducated or lazy/noncompliant RE putting items in the correct bins. Adding different/more bins won't work because of this. (2 greens)

Work with Trader Joes, Safeway, etc. to reduce clamshell packaging.

New accurate recycle bin labels for everyone.

# APPENDIX 4

Offer better rates for very low trash creation. Smaller waste cans? Alternate week collection?

Reduce uses at the source, require take back of packaging (3 greens)

Be able to recycle plastic bags that have the recycle symbol.

Encourage reduce purchases consumption. (1 green)

Encourage stores like Costco to put (business + social) pressure on their vendors to use recyclable packaging (not plastics). When vendors figure out recyclable packaging, they should let their customers know about the efforts they have made to solve a problem that affects everyone. Make it a win-win-win situation.

# SUMMARY OF COMMUNITY WORKSHOP

## BOARD 6: WATER AND WASTEWATER

Measure	Greens	Yellows	Reds
Measure 1: Continue to work with water providers and regional agencies to encourage water-efficient retrofits of existing buildings.	21	2	0
Measure 2: Require new developments to meet higher water efficiency standards.	19	1	0

### Water and Wastewater Open Comments

The current CAP should be renamed "Greenhouse Gas Reduction Plan"

The CAP should include water and waste conservation, recycle, reduction mechanisms. (1 green)

Green lawn/yard competition among homeowners.

We need a water committee to implement best practices.

Is there local support for existing greywater systems?

I wish that there was information to have domestic greywater. (Help in putting it in) (5 greens)

Recycle water from treatment plant. (4 greens)

Can the City investigate rainwater collection for use by City and residents?

Are there incentives for lawn replacement/xeriscaping/use of native landscaping?

Lawns are a huge source of water use. They should be abolished!

Large lots and sprawl leads to wasted water for irrigation.

Ban green lawns. (1 green, 1 yellow)

Provide realistic incentives for homeowners to get rid of lawns. Too expensive right now. (1 green)

Can the wastewater treatment plant be run on a schedule that helps address duck curve?



# APPENDIX 4

Educate people with sprinklers to not water the sidewalks!

Looks like real problem is behavior of individual's free will.

Follow best practices from more arid places (landscaping water, recycle water, flow meters on faucets, fix leaks)

Eliminate garbage disposals in new construction and retrofits.

Incentivize water reuse, especially in new development and public buildings (Use SFPUC model). (1 green).

Adopt better water demand management, including conservation, like SFPUC's programs. Reduce outdoor irrigation by 70%.

Aim for 5% reduced imported water by 2024.

## BOARD 7: WHAT'S YOUR BIG IDEA?

### Open comments

Plant more trees.

Plant trees and gardens, every \$1 in trees returns \$2.5 in value to the community. California Billion Tree Initiative. (10 greens)

Build housing here and plant trees elsewhere. (1 green)

Increase the urban tree canopy where possible. (2 greens)

Do not allow wood burnings in fireplaces or building FP in new buildings. (1 green)

Explore rainwater collection for use by city and residents.

To reduce traffic and auto emissions on Hillsdale Ave, employ The Boring Company to put a tunnel under Hillsdale Avenue (2 greens, 5 reds)

Local public free telecommuting centers, reduce VMTs from commuters, keep people and money in San Mateo.

Affordable housing reduced worker trips where is that in CAP? (1 green)

# SUMMARY OF COMMUNITY WORKSHOP

More communication/educations on climate change and CO<sub>2</sub> emissions.

Allow for micro units and affordable housing.

Don't let people cut and trim existing trees and shrubs for view.

Require more from residents (instead of "encourage"). (2 greens)

Bring back recycling stations at Safeway.

The US Military is one of the largest institutional GHG emitters worldwide. Ban military recruiters from San Mateo and stop the rolling war machine in our City.

Include a program for carbon sequestration and offsets.

Ban leaf blowers and gas-powered landscape equipment. (3 greens, 1 red)

- Need a way to transition this would hurt all the gardeners.

No Amazon infrastructure in San Mateo.

Annual reporting of GHG: Mountain View does this and allocates \$10k/year. Sectors can be adjusted for compliance.

Promote the local "I heart rakes and brooms" campaign.

Send a link to all San Mateo residents that helps them calculate their carbon footprint.

Encourage competition among homeowners to use electric lawn equipment to "lose your lawn", to practice permaculture/plant native plants/use IPM methods. Create a City competition!

Determine San Mateo's "earth overshoot" day to raise awareness.

Public housing for all! (With solar panels) (1 green)

City government should fund clothing and farming co-ops in our community to reduce reliance on global trade.

Encourage cooperative businesses (worker owned). Expansion isn't profit seeking drive our crisis and must stop.

Please design new housing near transit centers to have at most car space. Maybe happening already.

# APPENDIX 4

Count on per capita basis and not a total basis.

To avoid 2 degree C temperature rise, there must be a robust system of carbon capture by 2030! (1 green)

Raise the height limit on buildings. (5 greens)

Take advantage of our volunteer hours needed by master composter participants – 40 hours each.

Urban infill: UC Berkeley rates urban infill in the City of San Mateo #1 among all rated measures visit: [coolclimate.berkeley.edu/ca-scenarios/index.html](http://coolclimate.berkeley.edu/ca-scenarios/index.html). (2 greens)

When we add jobs but not housing, we should count 100% of those commute emissions.

Make GHG's info public => competitions in neighborhoods to retrofit/reduce fossil energy use? Smart Meters?

Charge new businesses setting up shop in San Mateo a "sustainability" tax to fund all these projects. (1 green)

Pedestrian overpass at Hillsdale/Highway 101. (3 greens)

More density causes miserable traffic. (1 red)

San Mateo to provide water barrels at cost and volunteer installers too much water is lost.

According to many studies, reaching greenhouse reduction goals without the world adapting a plant-based diet is impossible. Many people in San Mateo are not aware that they can contribute greatly to GHG lowering by modifying their diet. San Mateo should encourage diet change. (3 greens, 1 red)

Increased densities in SFH and transit-oriented areas. Infill housing helps to reduce VMTs. (3 greens)

Implement UN Agenda 21.

Please ban leaf blowers!! Exhaust + PM in the air! (1 green)

Encourage infill development instead of greenfield development.

Figure how to encourage plant-based diet education? (w/ groceries, schools, etc.) Taxes on meat? Don't just say we have no control over that. (2 greens)

Meatless Monday or eating 1x per day instead of twice. Could this be worked into schools or civic buildings?

# SUMMARY OF COMMUNITY WORKSHOP

Composting toilets save water, reduce methane, turn waste into resources. Make legal, they don't stink!

To reduce commutes and traffic, subsidize ADUs in neighborhoods w/ larger lots, houses, and parking available.  
(1 green)

Way more outreach to non-English speakers. (1 green)

Make sure to do outreach to non-English speakers and people not on City email lists.

## MISCELLANEOUS COMMENTS

Clarifications on process of accounting GHGs, timeline, state vs local actions.

Solar panels – why need in light of PCE? What about city buildings.

Cement emissions- embedded emissions of development.

Data – on implementation measures for example – cool climate Berkeley .edu – consumption based calcs – concerns on highest impact including embedded emissions (infill as example).

# APPENDIX 4



# **STRIVE SAN MATEO**

## **General Plan 2040 and Climate Plan Update Final EIR**

SCH: 2022010160 | January 18, 2024











# STRIVE SAN MATEO

## General Plan 2040 and Climate Plan Update Final EIR

SCH: 2022010160 | January 18, 2024



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Forget Me Not History  
Kittelson & Associates, Inc.**



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Appendix G: Comments Received on the Draft EIR

Appendix H: Mitigation Monitoring and Reporting Program

Appendices A, C, D, E, and F are located within the Draft EIR

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# 1. Executive Summary

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This Final Environmental Impact Report (EIR) has been prepared to provide an assessment of the potential environmental consequences of approving and implementing the proposed Strive San Mateo General Plan 2040 (General Plan 2040 or proposed General Plan) and proposed Climate Action Plan (CAP) update, hereinafter referred to together as “proposed project.” This EIR has been prepared pursuant to the requirements of the California Environmental Quality Act (CEQA; California Public Resources Code, Division 13, Section 21000, et seq.) and the CEQA Guidelines (Title 14 of the California Code of Regulations, Division 6, Chapter 3, Section 15000, et seq.) to determine if approval of the identified discretionary actions and related subsequent development could have a significant impact on the environment. This executive summary includes the conclusions of the environmental analysis contained in the Draft EIR and presents a summary of impacts and mitigation measures identified. The remainder of this Final EIR contains corrections and clarifications to the text and analysis of the Draft EIR, where warranted, along with a response to comments matrix and a list of commenters. For a complete description of the proposed project, see Chapter 3, *Project Description*, of the Draft EIR. For a complete discussion of alternatives to the proposed project, see Chapter 5, *Alternatives*, of the Draft EIR.

## 1.1 REPORT ORGANIZATION

This Final EIR is organized into the following chapters:

- **Chapter 1: Executive Summary.** Summarizes environmental consequences that would result from implementation of the project, recommended mitigation measures, and the level of significance of environmental impacts before and after mitigation. Underline text in Table 1-1, *Summary of Significant Impacts and Mitigation Measures*, represents language that has been added to the impacts and mitigation measures in the EIR; text in ~~strikethrough~~ has been deleted from the EIR.
- **Chapter 2: Introduction.** Provides an overview describing the use and organization of this Final EIR.
- **Chapter 3: Revisions to the Draft EIR.** Contains corrections to the text and graphics of the Draft EIR. Underline text represents language that has been added to the EIR; text in ~~strikethrough~~ has been deleted from the EIR.
- **Chapter 4: List of Commenters.** Lists the names of agencies, organizations, and individuals who commented on the Draft EIR.
- **Chapter 5: Comments and Responses.** Presents comments received from agencies and the public on the Draft EIR alongside responses to each comment. Also contains “master responses” that provide comprehensive responses to key issues raised by several comments.
- **Appendix:** The appendix for this Final EIR contains the following:
  - Appendix B: *REVISED Projects Included in Buildout Projections*
  - Appendix G: *Comments Received on the Draft EIR*

## EXECUTIVE SUMMARY

- Appendix H: *Mitigation Monitoring and Reporting Program*

Appendices A, C, D, E, and F are located within the Draft EIR and have not been revised. All appendices are available on the City's webpage for the proposed project.

The Draft EIR is available online and incorporated here by reference. It constitutes part of the Final EIR.

## 1.2 SUMMARY OF THE PROPOSED PROJECT

The proposed project includes replacing the City's existing General Plan 2030, which has a buildout horizon to 2030, with an updated General Plan 2040. The proposed project would build off the existing General Plan 2030 to provide a framework for land use, transportation, and conservation decisions through the horizon year of 2040. The proposed project would also update the buildout projections used in the City's Climate Action Plan (CAP) to be consistent with the updated General Plan 2040. Development within the city would largely be focused within the ten General Plan Land Use Study Areas. The Study Areas include areas near transit; areas where current buildings are aging, vacant, or not maintained; or areas where property owners have expressed interest in considering redevelopment of the property. Refer to Figure 3-3, *Study Area Boundaries*, in Chapter 3, *Project Description*, of the Draft EIR for the proposed project's ten General Plan Land Use Study Areas.

The proposed CAP update does not include any substantive updates to the strategies in the existing CAP.

## 1.3 SUMMARY OF IMPACTS AND MITIGATION MEASURES

As determined in the Draft EIR, the proposed project has the potential to generate significant environmental impacts in a number of areas. Pursuant to Section 15126.2(b) of the CEQA Guidelines, an EIR must describe any significant impacts that cannot be avoided, even with the implementation of feasible mitigation measures. As shown in Table 1-1, *Summary of Significant Impacts and Mitigation Measures*, all significant impacts would remain significant and unavoidable, even with adoption and implementation of the mitigation measures identified in the Draft EIR. As described in detail in Chapter 6, *CEQA-Mandated Sections*, of the Draft EIR, the proposed project would have no significant impact on agricultural or mineral resources, due to existing conditions in the project area. Accordingly, these topics were not analyzed further in the Draft EIR.

Table 1-1 summarizes the conclusions of the environmental analysis contained in this Draft EIR and presents a summary of the significant impacts and mitigation measures identified. It is organized to correspond with the environmental issues discussed in Chapters 4.1 through 4.18. The table is arranged in four columns: (1) significant environmental impacts, (2) significance without mitigation, (3) mitigation measures, and (4) significance with mitigation. For a complete description of the proposed project's potential impacts, please refer to the specific discussions in Chapters 4.1 through 4.18.

EXECUTIVE SUMMARY

**TABLE 1-1 SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

Environmental Impact	Significance without Mitigation	Mitigation Measures	Significance with Mitigation
<b>AESTHETICS</b>			
<i>No significant impacts</i>			
<b>AIR QUALITY</b>			
<b>AQ-2:</b> Construction of development projects that could occur from implementation of the proposed project would generate emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds and cumulatively contribute to the nonattainment designations of the San Francisco Bay Area Air Basin.	<b>S</b>	<p><b>AQ-2:</b> Prior to discretionary approval by the City for development projects subject to CEQA (California Environmental Quality Act) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project construction-related air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology for assessing air quality impacts identified in BAAQMD's <i>CEQA Air Quality Guidelines</i>. If construction-related criteria air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require feasible mitigation measures to reduce air quality emissions. Measures shall require implementation of the BAAQMD Best Management Practices for construction-related fugitive dust emissions; <u>including, examples of best management practices include:</u></p> <ul style="list-style-type: none"> <li>▪ Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) at least twice daily or as often as needed to control dust emissions.</li> <li>▪ All haul trucks transporting soil, sand, or other loose material off-site shall be covered.</li> <li>▪ All visible mud or dirt trackout onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day.</li> <li>▪ All vehicle speeds on unpaved roads shall be limited to 15 mph.</li> <li>▪ All roadways, driveways, sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seedling or soil binders are used.</li> <li>▪ All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.</li> <li>▪ All trucks and equipment, including their tires, shall be washed off prior to leaving the site.</li> </ul>	<b>SU</b>

S = Significant; SU = Significant and Unavoidable



## EXECUTIVE SUMMARY

**TABLE 1-1 SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

Environmental Impact	Significance without Mitigation	Mitigation Measures	Significance with Mitigation
		<ul style="list-style-type: none"> <li>Unpaved roads providing access to sites located 100 feet or further from a paved road shall be treated with a 6- to 12-inch layer of compact layer of wood chips, mulch, or gravel.</li> <li>Prior to the commencement of construction activities, individual project proponents shall post a publicly visible sign with the telephone number and person to contact at the City regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD phone number shall also be visible to ensure compliance with applicable regulations.</li> </ul>	
<b>AQ-3:</b> Operation of development projects under the proposed project would generate operational emissions that would exceed the Bay Area Air Quality Management District's regional significance thresholds for volatile organic compounds (VOC) and nitrogen oxides (NO <sub>x</sub> ).	<b>S</b>	<p>Measures shall be incorporated into appropriate construction documents (e.g., construction management plans) and shall be verified by the City.</p> <p><b>AQ-3:</b> Prior to discretionary approval by the City for development projects subject to California Environmental Quality Act (CEQA) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project operational air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology in assessing air quality impacts identified in BAAQMD's current <i>CEQA Air Quality Guidelines</i> at the time that the project is considered.</p> <p>If operation-related air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require the project applicant(s) to incorporate mitigation measures to reduce air pollutant emissions during operational activities. The identified measures shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review. Possible mitigation measures to reduce long-term emissions could include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Implementing commute trip reduction programs.</li> <li>Unbundling residential parking costs from property costs.</li> <li>Expanding bikeway networks.</li> <li>Expanding transit network coverage or hours.</li> <li>Using cleaner-fueled vehicles.</li> <li>Exceeding the current Title 24 Building Envelope Energy Efficiency Standards.</li> </ul>	<b>SU</b>

S = Significant; SU = Significant and Unavoidable

EXECUTIVE SUMMARY

TABLE 1-1 SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES

Environmental Impact	Significance without Mitigation	Mitigation Measures	Significance with Mitigation
<b>AQ-4:</b> Construction emissions associated with development under the proposed project could expose air quality-sensitive receptors to substantial toxic air contaminant concentrations and exceed the Bay Area Air Quality Management District's project-level and cumulative significance thresholds.	<b>S</b>	<ul style="list-style-type: none"> <li>Establishing on-site renewable energy generation systems.</li> <li>Requiring all-electric buildings.</li> <li>Replacing gas-powered landscaping equipment with zero-emission alternatives.</li> <li>Implementing organics diversion programs.</li> <li>Expanding urban tree planting.</li> </ul> <p><b>AQ-4:</b> Prior to discretionary approval by the City, project applicants for new industrial or warehousing development projects that 1) have the potential to generate 100 or more diesel truck trips per day or have 40 or more trucks with operating diesel-powered transport refrigeration units, and 2) are within 1,000 feet of a sensitive land use (e.g., residential, schools, hospitals, nursing homes) or Overburdened Community (<u>as defined by the Bay Area Air Quality Management District [BAAQMD] Community Air Risk Evaluation Program</u>), as measured from the property line of the project to the property line of the nearest sensitive use, shall submit a health risk assessment (HRA) to the City for review and approval. The HRA shall be prepared in accordance with policies and procedures of the state Office of Environmental Health Hazard Assessment and the Bay Area Air Quality Management District (BAAQMD). If the HRA shows that the cumulative and project-level incremental cancer risk, noncancer hazard index, and/or PM<sub>2.5</sub> exceeds the respective threshold, as established by BAAQMD (all areas of the City and Sphere of Influence) and project-level risk of 6.0 in Equity Priority Communities (<u>as defined in the City of San Mateo General Plan</u>) at the time a project is considered, the project applicant will be required to identify best available control technologies for toxics (TBACTs) and appropriate enforcement mechanisms, and demonstrate that they are capable of reducing potential cancer, noncancer risks, and PM<sub>2.5</sub> to an acceptable level. T-BACTs may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Restricting idling on-site beyond Air Toxic Control Measures idling restrictions</li> <li>Electrifying warehousing docks</li> <li>Requiring use of newer equipment</li> <li>Requiring near-zero or zero-emission trucks for a portion of the vehicle fleet based on opening year.</li> <li>Truck Electric Vehicle (EV) Capable trailer spaces.</li> <li>Restricting off-site truck travel through the creation of truck routes.</li> </ul>	<b>SU</b>

S = Significant; SU = Significant and Unavoidable

## EXECUTIVE SUMMARY

**TABLE 1-1 SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

Environmental Impact	Significance without Mitigation	Mitigation Measures	Significance with Mitigation
<p><b>AQ-6:</b> Implementation of the proposed project would generate a substantial increase in emissions that exceeds the Bay Area Air Quality Management District's significance thresholds and would cumulatively contribute to the nonattainment designations and health risk in the San Francisco Bay Area Air Basin.</p> <p><b>BIOLOGICAL RESOURCES</b> <i>No significant impacts</i></p> <p><b>CULTURAL RESOURCES</b> <i>No significant impacts</i></p> <p><b>ENERGY</b> <i>No significant impacts</i></p> <p><b>GEOLOGY AND SOILS</b> <i>No significant impacts</i></p> <p><b>GREENHOUSE GAS EMISSIONS</b> <i>No significant impacts</i></p> <p><b>HAZARDS AND HAZARDOUS MATERIALS</b> <i>No significant impacts</i></p> <p><b>HYDROLOGY AND WATER QUALITY</b> <i>No significant impacts</i></p> <p><b>LAND USE AND PLANNING</b> <i>No significant impacts</i></p>	S	<p>T-BACTs identified in the HRA shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review.</p> <p><b>AQ-6:</b> Implement Mitigation Measures AQ-2, AQ-3, and AQ-4.</p>	SU

S = Significant; SU = Significant and Unavoidable

EXECUTIVE SUMMARY

**TABLE 1-1 SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

Environmental Impact	Significance without Mitigation	Mitigation Measures	Significance with Mitigation
<b>NOISE</b>			
<b>NOISE-1:</b> Buildout under the proposed project is anticipated to result in unacceptable traffic noise with an increase of more than 5.0 dBA $L_{dn}$ over existing conditions along one roadway segment (1 <sup>st</sup> Avenue west of B Street) within the EIR Study Area.	S	None available.	SU
<b>NOISE-64:</b> Buildout under the proposed project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.	S	None available.	SU
<b>PARKS AND RECREATION</b>			
<i>No significant impacts</i>			
<b>POPULATION AND HOUSING</b>			
<i>No significant impacts</i>			
<b>PUBLIC SERVICES</b>			
<i>No significant impacts</i>			
<b>TRANSPORTATION</b>			
<i>No significant impacts</i>			
<b>TRIBAL CULTURAL RESOURCES</b>			
<i>No significant impacts</i>			
<b>UTILITIES AND SERVICE SYSTEMS</b>			
<i>No significant impacts</i>			
<b>WILDFIRE</b>			
<b>WILD-2:</b> Development under the proposed project would increase population, buildings, and infrastructure in wildfire-prone areas, thereby exacerbating wildfire risks.	S	None available.	SU
<b>WILD-5:</b> Potential development under the proposed project could, in combination with other surrounding and future projects in the State Responsibility Areas, Very High Fire Hazard Severity Zones, or Wildland	S	None available.	SU

S = Significant; SU = Significant and Unavoidable

EXECUTIVE SUMMARY

**TABLE 1-1        SUMMARY OF SIGNIFICANT IMPACTS AND MITIGATION MEASURES**

<b>Environmental Impact</b>	<b>Significance without Mitigation</b>	<b>Mitigation Measures</b>	<b>Significance with Mitigation</b>
Urban Interface, result in cumulative impacts associated with the exposure of project occupants to pollutant concentrations from a wildfire or uncontrolled spread of a wildfire due to slope, prevailing winds, or other factors.			

S = Significant; SU = Significant and Unavoidable

## 2. Introduction

---

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, Chapter 14 California Code of Regulations, Section 15378[a], the Strive San Mateo General Plan 2040 (General Plan 2040 or proposed General Plan) and proposed Climate Action Plan (CAP) update are considered a “project” subject to environmental review as its implementation is “an action [undertaken by a public agency] which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.” The assessment in this Final Environmental Impact Report (EIR) is intended to inform the City’s decision-makers, other responsible agencies, and the public-at-large of the nature of the proposed project and its effect on the environment.

### 2.1 PROPOSED PROJECT

The proposed project includes replacing the City’s existing General Plan 2030, which has a buildout horizon to 2030, with an updated General Plan 2040. The proposed project would build off the existing General Plan 2030 to provide a framework for land use, transportation, and conservation decisions through the horizon year of 2040. The proposed project would also update the buildout projections used in the City’s Climate Action Plan (CAP) to be consistent with the updated General Plan 2040. Development within the city would largely be focused within the ten General Plan Land Use Study Areas. The Study Areas include areas near transit; areas where current buildings are aging, vacant, or not maintained; or areas where property owners have expressed interest in considering redevelopment of the property. Refer to Figure 3-3, *Study Area Boundaries*, in Chapter 3, *Project Description*, of the Draft EIR for the proposed project’s ten General Plan Land Use Study Areas.

The proposed CAP update does not include any substantive updates to the strategies in the existing CAP.

### 2.2 EIR SCOPE

This Final EIR identifies and analyzes program specific potential impacts of the project which were determined in the Draft EIR. The analysis of the Draft EIR discloses the specific short-term impacts (construction) and long-term impacts (operation) that would occur as a result of project approval and implementation.

## INTRODUCTION

### 2.3 ENVIRONMENTAL REVIEW PROCESS

#### 2.3.1 DRAFT EIR

Pursuant to Public Resources Code Section 21080(d)<sup>1</sup> and CEQA Guidelines Section 15063,<sup>2</sup> the City determined that the proposed project could result in potentially significant environmental impacts and that an EIR would be required. In compliance with CEQA Section 21080.4, the City circulated the Notice of Preparation (NOP) of a Draft EIR for the for the City of San Mateo General Plan Update to interested agencies and persons on January 12, 2022 for a 30-day review period. The scoping period for this Draft EIR was between January 12 and February 11, 2022, during which, interested agencies and the public could submit comments about the proposed project. The scope of the Draft EIR was established by the City of San Mateo through the EIR scoping process and includes an analysis of both the proposed project's impacts and cumulative impacts in the following issue areas:

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Noise
- Population and Housing
- Public Services
- Recreation
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire
- CEQA-Mandated Assessment Conclusions:
  - Impacts Found Not to Be Significant
  - Significant Unavoidable Impacts
  - Significant and Irreversible Changes
  - Growth Inducement

The Draft EIR was available for review by the public and interested parties, agencies, and organizations for a 45-day comment period starting on August 11, 2023, and ending on September 25, 2023. During the comment period, the public was invited to submit written comments on the Draft EIR via mail or e-mail to the City of San Mateo Community Development Department.

#### 2.3.2 FINAL EIR

Upon completion of the 45-day review period for the Draft EIR, the City reviewed all comments received and prepared written responses for each comment. These letters are included in Appendix G, *Comments Received on the Draft EIR*, of this Final EIR. This Final EIR includes written responses for each comment received during the public review period. This Final EIR consists of the Draft EIR, the comments received on the Draft EIR, and the responses to those comments, and describes any changes to the Draft EIR that have resulted from the comments received.

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<sup>1</sup> The CEQA Statute is found at California Public Resources Code, Division 13, Sections 21000 to 21177.

<sup>2</sup> The CEQA Guidelines are found at California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000 to 15387.



Upon recommendations by the Planning Commission at a public hearing, the City Council will review the Final EIR as the decision-making body for the proposed project. A City Council public hearing will be scheduled to concurrently consider certification of the Final EIR and a decision on the project. If the City Council determines that the project may be approved, the City Council will adopt and incorporate into the project all feasible mitigation measures identified in the EIR and may also require changes to the proposed project.

In some cases, the City Council may find that certain mitigation measures are outside the jurisdiction of the City to implement, or that there are no feasible mitigation measures for a given significant impact. In that case, the City Council would have to adopt a statement of overriding considerations that determines that economic, legal, social, technological, or other benefits of the proposed project outweigh the unavoidable, significant effects on the environment.

The City Council may also find that the project does not satisfy the required findings for approval and decide to reject the project on that basis. Community input is encouraged at all Planning Commission and City Council public hearings.

### 2.3.3 MITIGATION MONITORING

Public Resources Code Section 21081.6 requires that the lead agency adopt a monitoring or reporting program for any project for which it has made mitigation findings pursuant to Public Resources Code 21081. Such a program is intended to ensure the implementation of all mitigation measures adopted through the preparation of an EIR. The Mitigation Monitoring and Reporting Program for the proposed project will be completed and available to the public prior to certification of this EIR.

## INTRODUCTION

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### 3. Revisions to the Draft EIR

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This chapter presents changes to the Draft Environmental Impact Report (EIR) that resulted from preparation of responses to comments, or from staff-directed changes, including corrections and clarifications. In each case, the page and location on the page in the Draft EIR is presented, followed by the text or graphic revision. Underlined text represents language that has been added to the EIR; text with ~~striketrough~~ has been deleted from the EIR. The revisions in this chapter do not require recirculation of the Draft EIR because they do not constitute “significant new information” under Section 15088.5 of the California Environmental Quality Act (CEQA) Guidelines. All changes to Draft EIR Table 1-1, *Summary of Impacts and Mitigation Measures*, are included in Chapter 1, *Executive Summary*, of this Final EIR.

#### CHAPTER 4.1 AESTHETICS

**The following General Plan policies and action referenced in impact discussion AES-1 on pages 4.1-12 to 4.1-14 of the Draft EIR are hereby amended as follows:**

- **Policy CD 1.3: Scenic Corridors.** Require new development adjacent to designated scenic corridors within San Mateo County’s General Plan to protect and enhance the visual character of these corridors to the extent feasible.
- **Policy CD ~~6.107.6~~: Nighttime Lighting.** Require nighttime lighting to be energy efficient, be and designed to minimize light pollution and light spillage ~~to~~ on adjacent properties, while protecting public safety.
- **Action CD 7.67: Objective Design Standards.** ~~Develop and adopt~~ Implement the City’s objective design standards to ensure that clearly outline the City’s design expectations for new single-family and multifamily and mixed-use projects with a residential component meet required standards and streamline the development review process.

**The following General Plan policy and action referenced in impact discussion AES-3 on pages 4.1-15 to 4.1-16 of the Draft EIR are hereby amended as follows:**

- **Policy CD 8.3: Respect Existing Scale and Rhythm.** ~~Encourage n~~New mixed-use and commercial development should have context sensitive design that incorporates architectural styles and elements that relate to respect the scale and design rhythm of surrounding buildings, including by providing breaks in the building face at spacings common to buildings in the area and by stepping back upper floors.
- **Action CD 8.6: Objective Design Standards.** Develop and adopt objective design standards for new mixed-use and commercial development to provide a clear understanding of the City’s expectation for new project design, including context appropriate architectural styles and pedestrian-friendly design.

## REVISIONS TO THE DRAFT EIR

The following General Plan policy referenced in impact discussion AES-4 on pages 4.1-16 to 4.1-18 of the Draft EIR is hereby amended as follows:

- **Policy CD 6-107.6: Nighttime Lighting.** Require nighttime lighting to be energy efficient, be and designed to minimize light pollution and light spillage to on adjacent properties, while protecting public safety.

## CHAPTER 4.2 AIR QUALITY

The following General Plan goal and policies referenced in Section 4.2-3, Impact Discussion, under the “Methodology” subheading on pages 4.2-35 to 4.2-38 of the Draft EIR are hereby amended as follows:

- **Goal COS-4:** ~~Goals, policies, and actions focused on equity priority communities can be found throughout the General Plan. The Land Use Element also includes goals and policies on environmental justice under Goal LU-8.~~ All San Mateo residents should have the ability to breathe safe, clean air.
- **Policy COS 4.3: BAAQMD Planning for Healthy Places.** Require new development to adhere to BAAQMD’s Planning for Healthy Places guidance when warranted by local conditions ~~warrant~~.
- **Policy COS 4.9: Air Pollution Exposure.** For new development that is located within 1,000 feet from US Highway 101 and State Route 92, require installation of enhanced ventilation systems and other strategies to protect people from respiratory, heart, and other health effects associated with breathing polluted air in both indoor and outdoor spaces.

The following General Plan actions referenced in impact discussion AQ-1 on pages 4.2-38 to 4.2-53 of the Draft EIR are hereby amended as follows:

- **Action LU 8.3: Health Disparities.** Coordinate with the San Mateo County Public Health Department to promote healthier communities through education, prevention, intervention programs, and other activities that address the health disparities and inequities that exist in San Mateo.
- **Action LU 8.4: City Investment.** Use funds ~~collected by~~ from the park impact fee and other sources to invest in programs and public improvements that connect residents with opportunities to increase their physical activity and improve their physical and mental health, especially in equity priority communities with higher risk of negative public health outcomes. Identify new funding sources for programs and public improvements, if needed.
- **Action LU 8.8: Streetscape and Safety Improvements.** Work with residents in equity priority communities to identify sidewalk, lighting, landscaping, and roadway improvements needed to improve routes to parks, schools, recreation facilities, and other destinations within the community. Prioritize investments ~~to~~ that address health disparities in equity priority communities in the annual Capital Improvement Program.
- **Action LU 8.12: Neighborhood Beautification.** Support and promote neighborhood clean-up and beautification initiatives in equity priority communities, including street tree planting and maintenance, through ~~in~~ partnerships with neighborhood organizations.

## REVISIONS TO THE DRAFT EIR

**Mitigation Measure AQ-2 on page 4.2-55, continuing onto page 4.2-56, of the Draft EIR is hereby amended as follows:**

**Mitigation Measure AQ-2:** Prior to discretionary approval by the City for development projects subject to CEQA (California Environmental Quality Act) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project construction-related air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology for assessing air quality impacts identified in BAAQMD's *CEQA Air Quality Guidelines*. If construction-related criteria air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require feasible mitigation measures to reduce air quality emissions. Measures shall require implementation of the BAAQMD Best Management Practices for construction-related fugitive dust emissions, including; examples of best management practices include:

- Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) at least twice daily or as often as needed to control dust emissions.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt trackout onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day.
- All vehicle speeds on unpaved roads shall be limited to 15 mph.
- All roadways, driveways, sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seedling or soil binders are used.
- All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.
- All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
- Unpaved roads providing access to sites located 100 feet or further from a paved road shall be treated with a 6- to 12-inch layer of compact layer of wood chips, mulch, or gravel.
- Prior to the commencement of construction activities, individual project proponents shall post a publicly visible sign with the telephone number and person to contact at the City regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD phone number shall also be visible to ensure compliance with applicable regulations.

Measures shall be incorporated into appropriate construction documents (e.g., construction management plans) and shall be verified by the City.

**The following General Plan policy and actions referenced in impact discussion AQ-3 on pages 4.2-56 to 4.2-63 of the Draft EIR are hereby amended as follows:**

- **Policy C 1.1: Sustainable Transportation.** Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.

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- **Action C 1.1415: Transit-Oriented Development Pedestrian Access Plan.** Coordinate with interagency partners and community stakeholders to seek funding opportunities to design, construct, and build the priority projects identified in the Transit-Oriented Development Pedestrian Access Plan to improve access to and from the Caltrain Stations.
- **Action C 2.7: New Development Shuttle Services.** Encourage new developments to provide shuttle services and shuttle partnerships as an option to fulfill TDM requirements. Shuttles should serve activity centers, such as the College of San Mateo, Caltrain stations, ~~d~~Downtown, the Hillsdale Shopping Center, or other areas and should accommodate the needs and schedules of all riders, including service workers.

### Mitigation Measure AQ-3 on page 4.2-61 of the Draft EIR is hereby amended as follows:

**Mitigation Measure AQ-3:** Prior to discretionary approval by the City for development projects subject to California Environmental Quality Act (CEQA) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project operational air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology in assessing air quality impacts identified in BAAQMD's current *CEQA Air Quality Guidelines* at the time that the project is considered.

If operation-related air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require the project applicant(s) to incorporate mitigation measures to reduce air pollutant emissions during operational activities. The identified measures shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review. Possible mitigation measures to reduce long-term emissions could include, but are not limited to the following:

- Implementing commute trip reduction programs.
- Unbundling residential parking costs from property costs.
- Expanding bikeway networks.
- Expanding transit network coverage or hours.
- Using cleaner-fueled vehicles.
- Exceeding the current Title 24 Building Envelope Energy Efficiency Standards.
- Establishing on-site renewable energy generation systems.
- Requiring all-electric buildings.
- Replacing gas-powered landscaping equipment with zero-emission alternatives.
- Implementing organics diversion programs.
- Expanding urban tree planting.

### Mitigation Measure AQ-4 on page 4.2-67 of the Draft EIR is hereby amended as follows:

**Mitigation Measure AQ-4:** Prior to discretionary approval by the City, project applicants for new industrial or warehousing development projects that 1) have the potential to generate 100 or more diesel truck trips per day or have 40 or more trucks with operating diesel-powered transport refrigeration units, and 2) are within 1,000 feet of a sensitive land use (e.g., residential, schools, hospitals, nursing homes) or Overburdened Community (as defined by the Bay Area Air Quality

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Management District [BAAQMD] Community Air Risk Evaluation Program), as measured from the property line of the project to the property line of the nearest sensitive use, shall submit a health risk assessment (HRA) to the City for review and approval. The HRA shall be prepared in accordance with policies and procedures of the state Office of Environmental Health Hazard Assessment and the ~~Bay Area Air Quality Management District (BAAQMD)~~. If the HRA shows that the cumulative and project-level incremental cancer risk, noncancer hazard index, and/or PM<sub>2.5</sub> exceeds the respective threshold, as established by BAAQMD (all areas of the City and Sphere of Influence) and project-level risk of 6.0 in Equity Priority Communities (as defined in the City of San Mateo General Plan) at the time a project is considered, the project applicant will be required to identify best available control technologies for toxics (T-BACTs) and appropriate enforcement mechanisms, and demonstrate that they are capable of reducing potential cancer, noncancer risks, and PM<sub>2.5</sub> to an acceptable level. T-BACTs may include but are not limited to:

- Restricting idling on-site beyond Air Toxic Control Measures idling restrictions
- Electrifying warehousing docks
- Requiring use of newer equipment
- Requiring near-zero or zero-emission trucks for a portion of the vehicle fleet based on opening year.
- Truck Electric Vehicle (EV) Capable trailer spaces.
- Restricting off-site truck travel through the creation of truck routes.

T-BACTs identified in the HRA shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review.

## CHAPTER 4.3 BIOLOGICAL RESOURCES

The following General Plan policies referenced in impact discussion BIO-1 on pages 4.3-20 to 4.3-23 of the Draft EIR are hereby amended as follows:

- **Policy COS 1.2: Interjurisdictional Coordination.** Coordinate with adjacent jurisdictions and regional, State, and federal agencies to protect critical wildlife habitat, including by participating in comprehensive habitat management programs.
- **Policy COS 1.4: Avoidance of Nesting Birds.** ~~Disturbance of active N~~native bird nests in active use should ~~shall~~ be avoided in ~~compliance with~~ when required by State and federal regulations. For new development sites where nesting native birds may be present, vegetation clearing and construction ~~should~~ must be initiated outside the bird nesting season (March 1 through August 31) or preconstruction surveys ~~should~~ be conducted by a qualified biologist in advance of any disturbance. If active nests are encountered, appropriate buffer zones ~~should~~ shall be established based on recommendations by the qualified biologist and remain in place until any young birds have successfully left the nest.
- **Policy COS 1.5: Surveys for Sensitive Natural Communities.** Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of sensitive natural communities prior to development approval. Such surveys ~~should~~ shall be conducted by a qualified biologist and occur prior to development-related vegetation removal or other habitat modifications.



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- **Policy COS 1.6: Surveys for Regulated Waters.** Require that sites with suitable natural habitat, including creek corridors through urbanized areas, be surveyed for the presence or absence of regulated waters prior to development approval. Such surveys ~~should~~ shall be conducted by a qualified wetland specialist and occur prior to development-related vegetation removal or other habitat modifications.
- **Policy COS 3.1: Aesthetic and Habitat Values – Public Creeks.** Preserve and enhance the aesthetic and habitat values of creeks, such as San Mateo, Laurel, and Beresford Creeks, and other City-owned channels in all activities affecting these creeks, including revegetation, rewilding, erosion control, and adequate setbacks for structures.

## CHAPTER 4.4 CULTURAL RESOURCES

The section under the “Historic Resources” subheading on pages 4.4-8 to 4.4-9 of the Draft EIR is hereby amended as follows:

The history of San Mateo is represented in the almost 200 recognized historic resources and two historic districts, as identified in the 1989 Historic Building Survey.<sup>13</sup> Approximately 37 of these structures are individually eligible for the National Register. They range from historic buildings in the downtown area to single-family homes from the late nineteenth century. Within the EIR Study Area, six historic resources are listed in the National Register and six historic resources are listed in the California Register, as shown in Table 4.4-1, *Federal- and State-Recognized Historic Resources*. In addition, the Yoshiko Yamanouchi House—which includes the main residence, two additional buildings, three structures, and three gardens—was listed as a historic property in the National Register in late 2023 and was subsequently also listed on the California Register.<sup>14</sup>

**TABLE 4.4-1 FEDERAL- AND STATE-RECOGNIZED HISTORIC RESOURCES**

Historic Resource	Location	National Register of Historic Places	California Register of Historic Resources
Baywood Elementary School (1939)	600 Alameda de las Pulgas		X
Ernest Coxhead House	37 East Santa Inez Avenue	X	X
Eugene De Sabla J. Jr. Teahouse and Tea Garden	70 De Sabla Road	X	X
Hotel St. Matthew	215-229 Second Avenue	X	X
National Bank of San Mateo	164 South B Street	X	X
US Post Main Office – San Mateo	210 South Ellsworth Street	X	X
Vollers House	353 North Claremont Street	X	
<u>Yoshiko Yamanouchi House</u>	<u>1007 East 5th Avenue</u>	<u>X</u>	X

Source: National Park Service, 2023, National Register of Historic Places, <https://www.nps.gov/subjects/nationalregister/database-research.htm>; California State Parks, Office of Historic Preservation, 2023, California Historical Resources, <https://ohp.parks.ca.gov/ListedResources/?view=county&criteria=41>.

The 1989 Historic Building Survey also identified two National Register-eligible historic districts, the Downtown Historic District and the Glazenwood Historic District.<sup>1415</sup> Contributing resources in the Downtown Historic District are primarily concentrated along B Street and Third Avenue and were largely

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constructed from the late nineteenth century to the late 1930s. The Glazenwood Historic District is a residential subdivision that includes a distinctive concentration of 1920s Spanish Colonial Revival homes.

The 1989 Historic Building Survey undertook preliminary documentation of several neighborhoods located on the east side of El Camino Real. These neighborhoods were subject to an intensive survey and include Central, East San Mateo, Hayward Park, San Mateo Heights, and North Central. Other than the Glazenwood Historic District, which is located within the Hayward Park neighborhood, the 1989 Historic Building Survey did not formally evaluate these neighborhoods as historic districts. The neighborhoods with high concentrations of older homes on the west side of El Camino Real, including Aragon, Baywood, Baywood Knolls, and San Mateo Park, were subject to a visual (windshield) survey. The 1989 Historic Building Survey recommended that future historic resources surveys be undertaken to comprehensively document and evaluate these neighborhoods as historic districts.

In October 2023, a privately prepared National Register nomination form for the Baywood Historic District was submitted to the California OHP. The draft nomination form states that the potential district includes 350 contributing buildings and six structures. The contributing buildings are single-family residences constructed from 1927 to 1949, primarily in revival styles of the 1920s and 1930s, including Spanish Colonial Revival, Tudor Revival, Colonial Revival, and Mediterranean Revival. The draft nomination form is currently under review by the California OHP.<sup>16</sup>

The remaining individual properties listed in the 1989 Historic Building Survey as eligible or potentially eligible for listing in the National Register or as locally significant are considered potential historic resources but are not formally listed or landmarked. In subsequent decades, many other properties in San Mateo have been determined to be eligible historic resources through the development of Historic Resource Evaluations as part of the environmental review process. Documentation on these properties is maintained by the city.

<sup>14</sup> Denise Bradley and Ward Hill, Yoshiko Yamanouchi House National Register of Historic Places Registration Form, 1007 East 5th Avenue, San Mateo, California, prepared by Denise Bradley Cultural Landscapes, November 2022, Revised June 2023; California Office of Historic Preservation, October 30, 2023, California State Historical Resources Commission to Consider 14 Properties for Action at November 3 Meeting, <https://www.parks.ca.gov/NewsRelease/1223>, accessed October 31, 2023; California Office of Historic Preservation, 2023 Actions Taken, [https://ohp.parks.ca.gov/?page\\_id=31364](https://ohp.parks.ca.gov/?page_id=31364). State of California Department of Parks and Recreation, Office of Historic Preservation, January 4, 2024, letter to Mayor Amourance Lee Re: Yoshiko Yamanouchi House Listing in the National Register of Historic Places.

<sup>1415</sup> San Mateo County Historical Association, September 1989, *City of San Mateo Historic Building Survey Final Report*.

<sup>16</sup> Page & Turnbull, 2023, Draft Baywood Historic District National Register of Historic Places Registration Form, San Mateo, California, October 16, 2023.

**The following General Plan policies and action referenced in impact discussion CULT-1 on pages 4.4-10 to 4.4-13 of the Draft EIR are hereby amended as follows:**

- **Policy CD 5.1: Comprehensive Approach to Historic Preservation.** Implement a comprehensive approach to historic preservation based on community input and best practices from State and federal agencies, to find an appropriate balance between preservation with other important priorities, such as affordable housing production and supporting local businesses.
- **Policy CD 5.12: Historic Preservation.** Actively identify and preserve historic resources and concentrations of historic resources which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity,

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as feasible, when they meet national, State, or local criteria. Historic resources, including individual properties, districts, and sites ~~to that~~ maintain San Mateo's sense of place and special identity, and ~~to~~ enrich our understanding of the city's history and continuity with the past.

- ~~**Policy CD 5.2: Historic Resources Preservation.** Actively identify and preserve concentrations of historic resources, which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, when they meet national, State, or local criteria.~~
- **Action CD 5.108: Historic Preservation Ordinance.** Update the City's Historic Preservation Ordinance to create a framework for the designation of historic resources and districts, establish review and permitting procedures for historic alterations, demolitions or relocations, be consistent with federal and State standards and guidelines, and align with the other goals and policies outlined in this Element.
- **Action CD 5.89: Historic Resources Context Statements.** Prepare a citywide historic context statement to guide future historic resource survey efforts to identify individually eligible resources and historic districts. If a neighborhood is identified as a historic district, prepare a more detailed historic context statement for that individual neighborhood.
- **Action CD 5.910: Historic Resources Survey.** Establish and maintain an inventory of architecturally, culturally, and historically significant buildings, structures, sites, and districts. Proactively maintain an up-to-date historic resources inventory by seeking funding opportunities to update the historic survey. Prepare neighborhood-specific historic context statements prior to updating the historic resources survey.
- **Action CD 5.12: Historic Resources Design Standards.** Create objective design standards for alterations to historic resources and contributors to a designated historic district, and new development adjacent to historic resources within historic districts. Use the Secretary of the Interior's Standards as the basis for these objective design standards to ensure projects have a contextual relationship with land uses and patterns; spatial organization; visual relationships; cultural and historic values; and the height, massing, design, and materials of historic resources.

## CHAPTER 4.5 ENERGY

The following General Plan policies referenced in impact discussion ENE-1 on pages 4.5-19 to 4.4-27 of the Draft EIR are hereby amended as follows:

- **Policy C 1.1: Sustainable Transportation.** Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.
- **Policy C 3.1: Pedestrian Network.** Create and maintain a safe, walkable environment in San Mateo to increase the number of pedestrians. Maintain an updated recommended pedestrian network for implementation. Encourage "superblock" or similar design in certain nodes of the city, such as the ~~d~~Downtown, that allows vehicle access at the periphery and limits cut-through vehicles to create pedestrian-focused, car-light spaces.

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- **Policy C 4.87: Interjurisdiction Coordination.** Continue to coordinate with adjacent jurisdictions and regional partners in the development of connected bicycle and pedestrian facilities and regional trails, as identified in adopted City plans.
- **Policy C 5.1: Increase Transit Ridership.** Support SamTrans and Caltrain in their efforts to increase transit ridership and frequency of transit services.
- **Policy LU 3.78: Visitor Economy.** Collaborate with other Peninsula cities and the San Mateo County/Silicon Valley Convention and Visitors Bureau to support the continued development of the visitor economy of both the city and the region, including lodging, entertainment, cultural, recreation, retail, and local events; encourage uses that attract visitors. Incentivize through fee reduction and visitor perks, sustainable modes of travel to and from the city to reduce both the use of air travel and gas-powered vehicles.

## CHAPTER 4.6 GEOLOGY AND SOILS

**The text under the “Liquefaction” subheading on page 4.6-10 of the Draft EIR is hereby amended as follows:**

Liquefaction typically occurs in areas where moist, fine-grained, cohesionless sediment or fill materials are subjected to strong, seismically induced ground shaking. Under certain circumstances, the ground shaking can temporarily transform an otherwise solid material to a fluid state, which can result in the horizontal movement of soils on gentle slopes, called lateral spreading. Liquefaction is a serious hazard and may result in buildings that subside and suffer major structural damage. Liquefaction is most often triggered by seismic shaking, but it can also be caused by improper grading, landslides, or other factors. In dry soils, seismic shaking may cause soil to consolidate rather than flow, a process known as densification. Liquefaction in the EIR Study Area ranges from very low in the hillsides of the city to very high in the marshland and tidal marshes on the eastern side of the EIR Study Area, as shown on Figure 4.6-4, *Seismic Hazard Zones*. Additionally, as required by the Seismic Hazards Mapping Act, CGS provides maps of Earthquake Required Zones of Investigation. As depicted in Figure 4.6-5, *Earthquake Zones of Required Investigation*, San Mateo contains liquefaction zones and earthquake-induced landslide zones.

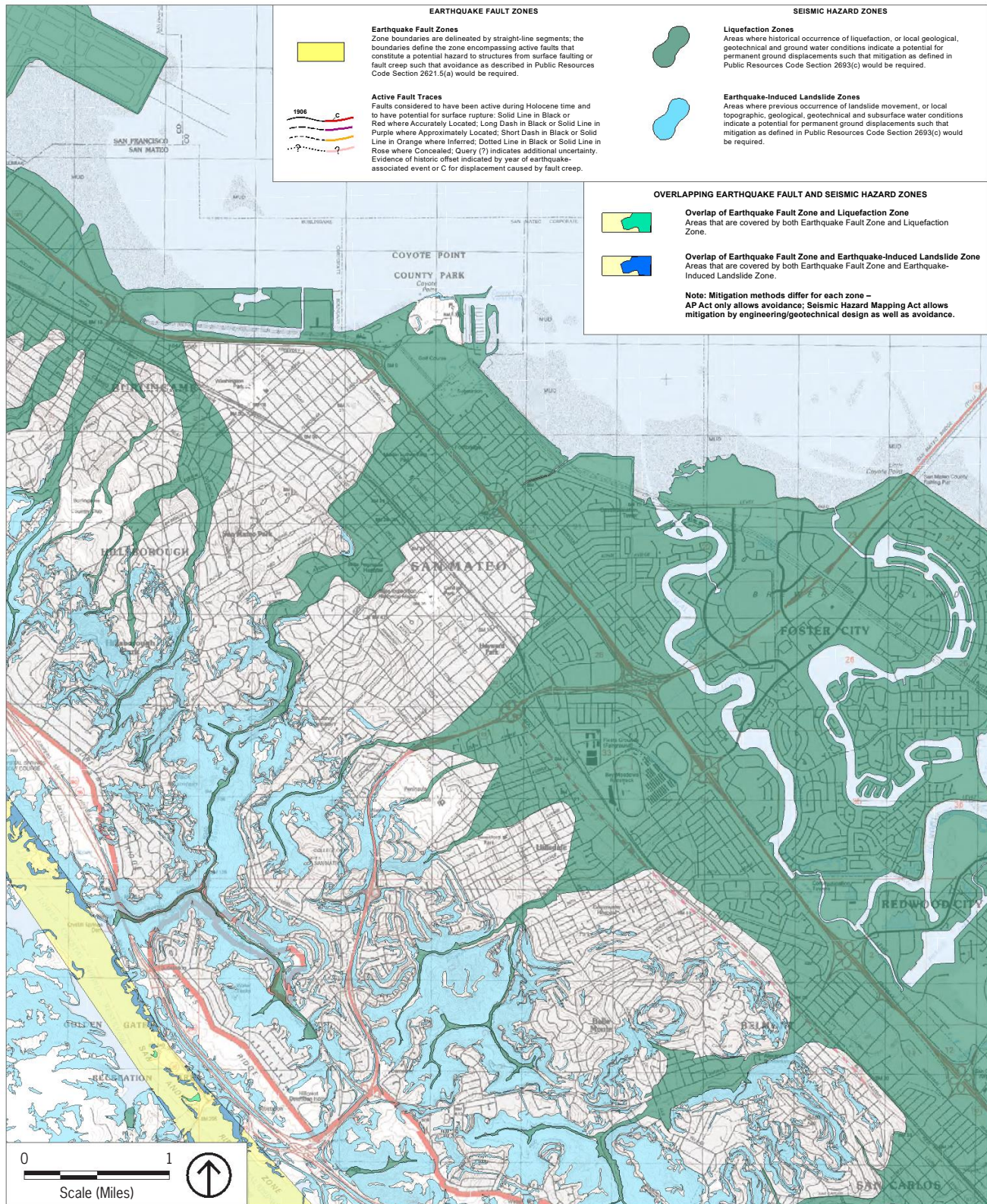
**Figure 4.6-5, *Earthquake Zones of Required Investigation*, as shown on the following page, is hereby added after page 4.6-11 of the Draft EIR.**

**The text under the “Liquefaction” subheading on page 4.6-12 of the Draft EIR is hereby amended as follows:**

The northeastern portion of the EIR Study Area located along the San Francisco Bay is predominantly unconsolidated soils, which consist of soft, unconsolidated, water-saturated, silty clay with shell fragments. These low-lying areas that front the Bay are particularly susceptible to liquefaction. In the western portions of the EIR Study Area, the soils consist of colluvium and bedrock, which have a low susceptibility to liquefaction. As shown on Figure 4.6-4 and Figure 4.6-5, the majority of the liquefaction susceptibility areas in the EIR Study Area are in urbanized, low-lying areas near creeks or the waterfront. Many of the open space areas and hillside neighborhoods are in low or very low liquefaction susceptibility areas.



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Source: California Geological Survey, [www.conservation.ca.gov/cgs](http://www.conservation.ca.gov/cgs). Shaded topographic relief derived from USGS 10 meter NED, 2013. Topographic base map from USGS 1956, photorevised, 1980. Street data from US Census Bureau TIGER/Line, 2017.

Figure 4.6-5  
Earthquake Zones of Required Investigation

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**The text under the “Liquefaction” subheading on page 4.6-12 of the Draft EIR is hereby amended as follows:**

As shown in Figure 4.6-4 and Figure 4.6-5, landslides have the potential to occur in the EIR Study Area, most notably on the steeper slopes that lie on the western edge of the EIR Study Area. In these areas, landslides are commonly associated with slopes underlain with Franciscan sheared rock (mélange) and pre-existing landslide deposits, which indicate unstable underlying materials.

**The text under the “Liquefaction” subheading of impact discussion GEO-1 on page 4.6-17 of the Draft EIR is hereby amended as follows:**

The EIR Study Area contains a range of geological and soil profiles. Within the EIR Study Area, liquefaction susceptibility ranges from low in steeply sloped areas to moderate and very high in the marshland and tidal marshes on the eastern side of the EIR Study Area, as shown on Figure 4.6-4 and Figure 4.6-5. As discussed in Chapter 3, *Project Description*, of this Draft EIR, future development under the proposed project is expected to occur in existing urban areas and would be largely concentrated on a limited number of vacant parcels and in the form of infill/intensification on sites either already developed and/or underutilized, and/or in close proximity to existing residential and residential-serving development. These urban areas are generally located in portions of the EIR Study Area that have low liquefaction susceptibility. However, some existing urban areas in the EIR Study Area are built atop soil materials which have a high liquefaction susceptibility.

**The text under the “Liquefaction” subheading of impact discussion GEO-1 on page 4.6-18 of the Draft EIR is hereby amended as follows:**

In the event that future development is proposed on areas with potential liquefaction susceptibility, the development would be required to comply with existing regulations ~~in~~ of the Seismic Hazards Mapping Act and the CBC and undergo a geotechnical review in accordance with SMMC regulations. Compliance with the Seismic Hazards Mapping Act, CBC, SMMC, and proposed General Plan goals, policies, and actions would minimize the risk of loss, injury, or death involving liquefaction after a seismic-related ground failure, and impacts would be *less than significant*.

**The text under the “Landslide” subheading of impact discussion GEO-1 on page 4.6-18 of the Draft EIR is hereby amended as follows:**

Furthermore, new development or redevelopment in any of the portions of the EIR Study Area deemed to be within landslide-susceptible areas would be required to comply with grading, erosion, and sediment control regulations in the CBC and the provisions ~~in~~ of the Seismic Hazards Mapping Act and the SMMC for geotechnical investigations. Compliance with the Seismic Hazards Mapping Act, CBC and SMMC, as well as the proposed General Plan goals, policies, and actions discussed above, would minimize the risk of loss, injury, or death involving landslide after a seismic-related ground failure and ensure that impacts would be *less than significant*.

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### CHAPTER 4.7 GREENHOUSE GAS EMISSIONS

The following General Plan policies and actions referenced in impact discussion GHG-1 on pages 4.7-25 to 4.7-29 of the Draft EIR are hereby amended as follows:

- **Policy C 1.1: Sustainable Transportation.** Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.
- **Action C 1.1415: Transit-Oriented Development Pedestrian Access Plan.** Coordinate with interagency partners and community stakeholders to seek funding opportunities to design, construct, and build the priority projects identified in the Transit-Oriented Development Pedestrian Access Plan to improve access to and from the Caltrain Stations.
- **Action C 2.7: New Development Shuttle Services.** Encourage new developments to provide shuttle services and shuttle partnerships as an option to fulfill TDM requirements. Shuttles should serve activity centers, such as the College of San Mateo, Caltrain stations, ~~d~~Downtown, the Hillsdale Shopping Center, or other areas and should accommodate the needs and schedules of all riders, including service workers.
- **Policy C 3.1: Pedestrian Network.** Create and maintain a safe, walkable environment in San Mateo to increase the number of pedestrians. Maintain an updated recommended pedestrian network for implementation. Encourage “superblock” or similar design in certain nodes of the city, such as the ~~d~~Downtown, that allows vehicle access at the periphery and limits cut-through vehicles to create pedestrian-focused, car-light spaces.
- **Action C 3.7: Pedestrian Connectivity.** Incorporate design for pedestrian connectivity across intersections in transportation projects, including the El Camino Real corridor, to improve visibility at crosswalks for pedestrians and provide safe interaction with other modes. Design improvements should focus on increasing sight lines and removing conflicts at crosswalks.
- **Policy C 4.65: Bicycle Improvements.** Require new developments to construct or contribute to improvements that enhance the cyclist experience, including bicycle lanes and bicycle parking.
- **Policy LU 3.78: Visitor Economy.** Collaborate with other Peninsula cities and the San Mateo County/Silicon Valley Convention and Visitors Bureau to support the continued development of the visitor economy of both the city and the region, including lodging, entertainment, cultural, recreation, retail, and local events; encourage uses that attract visitors. Incentivize through fee reduction and visitor perks, sustainable modes of travel to and from the city to reduce both the use of air travel and gas-powered vehicles.

### CHAPTER 4.8 HAZARDS AND HAZARDOUS MATERIALS

The following General Plan goal, policies, and action referenced in impact discussion HAZ-1 on pages 4.8-17 to 4.8-19 of the Draft EIR are hereby amended as follows:

- **Policy S 1.2: Local Hazard Mitigation Plan.** Incorporate by reference the San Mateo County Multi-jurisdictional Local Hazard Mitigation Plan, approved by the Federal Emergency



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Management Agency (FEMA) in 2021, along with any future updates or amendments, into this Safety Element in accordance with Government Code Section 65302.6.

- **Goal S-65:** Protect the community's health, safety, and welfare relating to the use, storage, transport, and disposal of hazardous materials.
  - **Policy S 65.1: County Cooperation.** Cooperate with the County of San Mateo and San Mateo Consolidated Fire Department in the regulation and transportation of hazardous materials in San Mateo. Share hazardous materials management enforcement with San Mateo County and San Mateo Consolidated Fire Department.
  - **Policy S 65.2: County Hazardous Waste Management Plan.** Adopt the San Mateo County Hazardous Waste Management Plan by reference into the Safety Element. Make amendments, as necessary, to suit local needs and issues.
  - **Policy S 65.3: Transportation Routes.** Restrict the transportation of hazardous materials and waste to designated truck routes and limit such transportation to non-commute hours.
  - **Policy S 65.4: Hazardous Waste Management Facilities Location.** Regulate the location and operation of new hazardous waste management facilities.
  - **Policy S 65.5: Design of Hazardous Waste Management Facilities.** Require the following features and mitigation measures in the design of proposed hazardous waste management facilities, including life sciences buildings, to minimize potential health, safety, and aesthetic impacts on surrounding properties and occupants:
    - For sites in areas subject to flooding or inundation as shown on Figures S-5 and S-6, require facilities to have a surface elevation at least 1.5 feet above the maximum flood water level for areas containing hazardous substances or to be flood-proofed in some other manner suitable to the City.
    - Require facilities to provide for full on-site containment of maximum permitted quantities of hazardous substances, including protection of storm drain or sanitary sewer inlets from accidental entry of hazardous materials.
    - Require facilities to provide separate storage and/or treatment of potentially reactive substances, including separate spill containment vessels. Require that storage of hazardous gases provides adequate filtration and neutralization devices to prohibit accidental release of toxic substances.
    - Require that all storage and treatment occur within an enclosed structure.
    - Require new facilities be sited as far away as possible within the project site from sensitive communities, such as homes, schools, playgrounds, sports fields, childcare centers, senior centers, and long-term healthcare facilities.
  - **Policy S 65.6: Risk Assessment.** Require applications for hazardous waste management facilities to prepare a risk assessment to determine site suitability. Establish risk criteria such as distance from public facilities, residential, or immobile population and recreation areas; impacts from natural hazards (seismic, geologic, flood, and fire hazards); impacts on wetlands, endangered species, air quality, and emergency response capabilities; and proximity to major transport routes.

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- **Policy S 65.7: Contaminated Sites.** Require the cleanup of contaminated sites, including those indicated on the Hazardous Waste and Substances Sites List (Cortese List) published by the Department of Toxic Substances Control and/or other agencies, such as the San Mateo County Health Department and the Regional Water Quality Control Board, in conjunction with substantial site development or redevelopment, where feasible.
- **Policy S 65.8: Cost Recovery.** Require San Mateo County businesses that generate hazardous waste or applicants for hazardous waste management facilities to pay necessary costs for implementation of Hazardous Waste Management Plans and for application costs, and to pay for costs associated with emergency response services in the event of a hazardous material release, to the extent permitted by law.
- **Action S 65.9: Shared Data.** Regularly coordinate with San Mateo County to collect data on businesses that store hazardous substances to share with local emergency service providers, including the Police Department and San Mateo Consolidated Fire Department, as well as the Public Works Department for the wastewater source-control program.

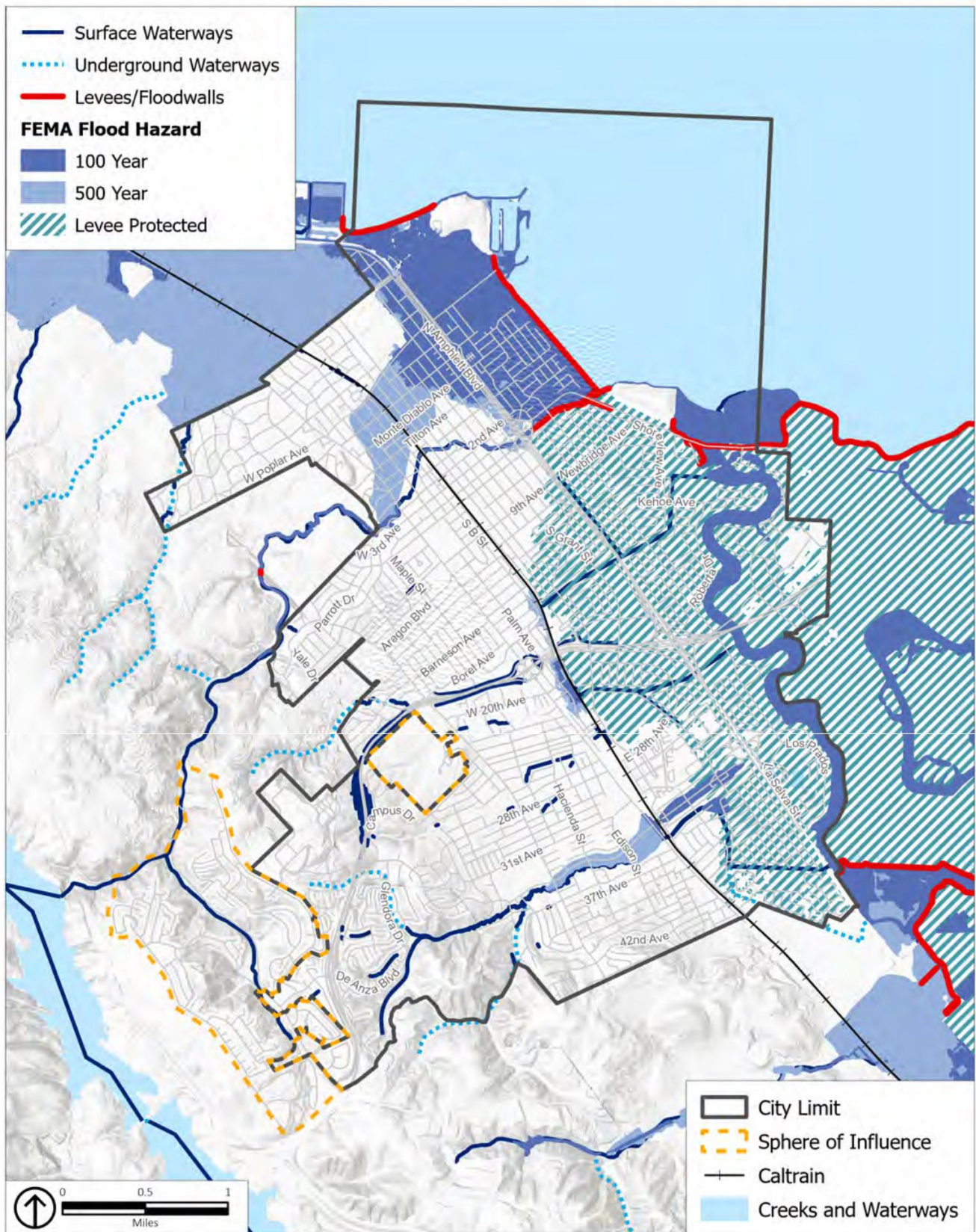
## CHAPTER 4.9 HYDROLOGY AND WATER QUALITY

Figure 4.9-2, *Potential Flood Hazards*, on page 4.9-20 of the Draft EIR is hereby replaced with the revised figure on the following page.

The following General Plan policies and actions referenced in impact discussion HYD-1 on pages 4.9-33 to 4.9-38 of the Draft EIR are hereby amended as follows:

- **Policy COS 3.1: Aesthetic and Habitat Values – Public Creeks.** Preserve and enhance the aesthetic and habitat values of creeks, such as San Mateo, Laurel, and Beresford Creeks, and other City-owned channels in all activities affecting these creeks, including revegetation, rewilding, erosion control, and adequate setbacks for structures.
- **Policy PSF 3.7: Water Quality Standards.** Manage City creeks, channels, and the Marina Lagoon to meet applicable State and federal water quality standards. Manage City creeks and channels for both flood protection and aquatic resources. ~~Protect and restore creeks to a level acceptable for healthy marine and bird habitat.~~
- **Policy PSF 3.9: ~~Low Impact Development~~ Green Infrastructure.** Minimize stormwater runoff and pollution by requiring new green infrastructure to treat and improve stormwater quality as part of public and private projects ~~encouraging low-impact design (LID) features, such as pervious parking surfaces, bioswales, and filter strips in new development.~~
- **Action PSF 3.1315: City Infrastructure Studies and Master Plans.** Develop and coordinate studies and master plans to assess infrastructure and to develop a Capital Improvement Program for necessary improvements. Incorporate climate change risks, such as the impacts of droughts, increasing storm events, sea level rise, and groundwater changes in the planning process.

## HYDROLOGY AND WATER QUALITY



Source: FEMA, 2022; PlaceWorks, 2023.

Figure 4.9-2  
Potential Flood Hazards

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- **Action PSF 3.1416: Stormwater Treatment.** Continue to participate in the San Mateo Countywide Stormwater Pollution Prevention Program, “Flows to Bay,” to ensure compliance with the Municipal Regional Stormwater National Pollutant Discharge Elimination System (NPDES) Permit, to prevent water pollution from point and non-point sources.
- **Action PSF 3.1617: Stormwater Pollution Prevention Education.** Partner with other agencies and organizations, such as Flows to Bay, to help inform residents and businesses of ways to protect water quality and prevent stormwater pollution.
- **Action PSF 3.1718: Stormwater Requirements for Development.** In accordance with State regulatory mandates, require applicable new and redevelopment projects to incorporate site design, source control, treatment, and hydromodification management measures to minimize stormwater runoff volumes and associated pollutants. ~~Stormwater management via green infrastructure systems shall be prioritized.~~
- ~~**Action PSF 3.18: Incentives for Low-Impact Development.** Develop and implement incentives to encourage applicants to include low-impact design features in new development.~~
- **Action PSF 3.1519: Green Infrastructure Plan.** Implement the City’s Green Infrastructure Plan to gradually shift from a traditional stormwater conveyance system (“gray”) to a more natural system that incorporates plants and soils to mimic watershed processes, capture and clean stormwater, reduce runoff, increase infiltration, and create healthier environments (“green”).
- **Action PSF 3.20: Stormwater Management Funding.** Establish a dedicated funding source for stormwater management.

**The last sentence of the second to last paragraph under impact discussion HYD-2 on page 4.9-39 of the Draft EIR is hereby amended as follows:**

Proposed Action PSF 3.135 would require the City to develop and coordinate studies and master plans to assess infrastructure and to develop a Capital Improvement Program for necessary improvements and incorporate groundwater changes in the planning process.

**The following General Plan policies and actions referenced in impact discussion HYD-3 on pages 4.9-40 to 4.9-43 of the Draft EIR are hereby amended as follows:**

- **Policy S 1.2: Local Hazard Mitigation Plan.** Incorporate by reference the San Mateo County Multi-jurisdictional Local Hazard Mitigation Plan, approved by the Federal Emergency Management Agency (FEMA) in 2021, along with any future updates or amendments, into this Safety Element in accordance with Government Code Section 65302.6.
- **Action S 1.1617: Evacuation Routes.** Maintain adequate evacuation routes as identified by arterial streets shown in the Circulation Element, Figure C-3. Evaluate each evacuation route’s feasibility using a range of hazard criteria. Update this map on a regular basis to reflect changing conditions and State requirements for evacuation routes.
- **Action S 1.1718: Regular Updates.** Update the Safety Element with each Housing Element update, or every eight years, as necessary, to meet State and local requirements.
- **Action S 1.1819: Automatic and Mutual-Aid Agreements.** Participate in mutual-aid agreements with other local jurisdictions to provide coordinated regional responses, as necessary, to fire,

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flood, earthquake, critical incidents, and other hazard events in San Mateo and the surrounding area. Work with local jurisdictions to share resources and develop regional plans to implement disaster mitigation and resilience strategies, such as government continuity, emergency operations centers, and communications redundancies.

- **Action S 1.2729: Emergency Notification System.** Develop an emergency notification system (e.g., SMC Alert and Nixle) for flood-prone neighborhoods and businesses before, during, and after a climate hazard event, to assist with evacuation and other support activities. This includes coordination with the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) on its early flood warning notification system.
- **Policy PSF 3.13: Marina Lagoon.** Continue to maintain the Marina Lagoon as flood control infrastructure that accounts for climate change risks and major flood events.

## CHAPTER 4.10 LAND USE AND PLANNING

**The text under the “Measure Y” subheading on page 4.10-4 of the Draft EIR is hereby amended as follows:**

Approved in November 2020, this measure extended the expiration date of General Plan policies that limited building heights, densities, and intensities to December 2030. These limits were originally established by Measure H, ~~passed voter-approved~~ in 1991, and continued by Measure P, ~~passed voter-approved~~ in 2004. Overall, the Measure Y height limit is set up to 55 feet, the density limit allows up to 50 units per acre, and the FAR limit allows a maximum of up to 3.0. The height limit allows for exceptions in certain locations and under certain circumstances, and State Density Bonus law allows projects to exceed both height and density limits when certain percentages of affordable units are provided. On top of this date extension, Measure Y also broadened the inclusionary housing ordinance to apply to rental housing projects. This law requires developers of rental projects to either provide off-site construction of units or other alternative means of compliance with the inclusionary housing requirement. This measure does not permit the payment of in-lieu fees as an alternative means of compliance with the inclusionary housing requirement.<sup>6</sup>

**The following text is hereby added to impact discussion LU-2 on page 4.10-18 of the Draft EIR before the “Non-Land Use Plans, Policies, and Regulations” subheading:**

### Measure Y

Measure Y is a ballot measure approved by voters in November 2020 that retained existing height and density limits on new development, originally adopted under earlier ballot measures (Measure P and Measure H). As discussed in the Land Use Element of the proposed General Plan 2040, some of the land use designations of the proposed project include building heights, densities and intensities that exceed the limits set by Measure Y. Any components in the proposed General Plan that are inconsistent with Measure Y would require voter approval before they can take effect. Proposed General Plan Policy LU 1-9, Voter-Approved Growth Limits, requires that for the duration that Measure Y is in effect, any inconsistency between the measure and other provisions of the General Plan’s Land Use Element shall



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default to the provisions specified in Measure Y. Accordingly, the proposed project would not conflict with or be inconsistent with Measure Y, and the impact would be *less than significant*.

**The following General Plan policies and actions referenced in impact discussion LU-2 on pages 4.10-12 to 4.10-20 of the Draft EIR are hereby amended as follows:**

- **Policy LU 1.2: General Plan 2040 Maximum Development.** Maintain the City's ability to rely on the General Plan EIR to approve future discretionary actions. When approved development within City Limits and unincorporated properties within the Sphere of Influence reaches the number of new residential units and net new nonresidential square feet below, require that environmental review conducted for any subsequent development project address growth impacts that would occur from further development:

- 19,764 new dwelling units
- 3,186,000 square feet of new nonresidential floor area

The General Plan Update Environmental Impact Report (EIR) assumes the following development projections for the year 2040:

- ~~Up to 21,410 new dwelling units.~~
- ~~Up to 4,325,000 square feet of new nonresidential floor area~~

When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.<sup>[1]</sup>

Footnote 1: The General Plan Update Draft EIR (August 2023) analyzed a buildout potential of 21,410 new dwelling units and 4,325,000 square feet of new nonresidential floor area. During the public review period for the Draft General Plan 2040 and Draft EIR, changes were incorporated into the final adopted General Plan that reduced the residential and nonresidential development capacity. This policy reflects the reduced amounts, as acknowledged in the General Plan Update Final EIR (January 2024).

~~When approved development within City Limits and unincorporated properties within the Sphere of Influence reaches the maximum number of new residential units and net new nonresidential square feet projected in the General Plan EIR, require that environmental review conducted for any subsequent development project address growth impacts that would occur from development exceeding the General Plan EIR's projections.~~

- **Policy LU 3.78: Visitor Economy.** Collaborate with other Peninsula cities and the San Mateo County/Silicon Valley Convention and Visitors Bureau to support the continued development of the visitor economy of both the city and the region, including lodging, entertainment, cultural, recreation, retail, and local events; encourage uses that attract visitors. Incentivize through fee reduction and visitor perks, sustainable modes of travel to and from the city to reduce both the use of air travel and gas-powered vehicles.
- **Policy LU 4.1: Downtown Land Uses.** Allow and prioritize a wide range of residential, dining, cultural, entertainment, lodging, and other commercial uses downtown, at high intensities and densities, with strong multi-modal connectivity to the San Mateo Caltrain station and other transit.
- **Action LU 4.4: Downtown Area Plan.** Update the Downtown Area Plan to support and strengthen the Downtown as a vibrant and active commercial, cultural, entertainment, and community gathering district. The updated Downtown Area Plan shall align with the General

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Plan, integrate recommendations from other concurrent City efforts, focus growth and intensity in proximity to the Caltrain station, encourage superblock concepts or approaches and allow parklets, update parking standards and parking management strategies, allow for increased housing units and density, and support high-quality, pedestrian-oriented design and architecture.

- **Action LU 6.3: Hillsdale Station Area Plan.** Update the Hillsdale Station Area Plan to foster higher-density residential, office and mixed-use, transit-oriented development that connects to neighborhoods to the east and west, improves bicycle and pedestrian circulation connectivity to west of the station, and increases park and open space areas.
- **Action LU 7.3: Bel Mateo Area Plan.** Prepare a Specific Plan or Master Plan to guide redevelopment of the Bel Mateo area into a mixed-use neighborhood with a diverse range of neighborhood-serving commercial uses and amenities; new market-rate and affordable housing; ample facilities to support bicycling and walking; and publicly accessible park and open space areas.
- **Action LU 8.8: Streetscape and Safety Improvements.** Work with residents in equity priority communities to identify sidewalk, lighting, landscaping, and roadway improvements needed to improve routes to parks, schools, recreation facilities, and other destinations within the community. Prioritize investments to that address health disparities in equity priority communities in the annual Capital Improvement Program.
- **Policy LU 14.1: Inter-Agency Cooperation.** Promote and participate in cooperative planning with other public agencies and the jurisdictions within San Mateo County, such as the 21 Elements regional collaboration, regarding regional issues such as water supply, traffic congestion, rail transportation, wildfire hazards, air pollution, waste management, fire services, emergency medical services, and climate change.

## CHAPTER 4.11 NOISE

**Table 4.11-8, *Proposed General Plan Noise-Sensitive Land Use Compatibility Guidelines*, on page 4.11-30 of the Draft EIR is hereby replaced with the table on the following page.**

**The following General Plan policy referenced in impact discussion NOISE-1 on pages 4.11-29 to 4.11-46 of the Draft EIR is hereby amended as follows:**

- **Policy N 1.3: Exterior Noise Level Standard for Residential Uses.** Require an acoustical analysis for new multifamily common open space for residents that have an exterior noise level of 60 dBA (Ldn) or above, as shown on Figure N-2 [of the proposed General Plan]. Incorporate necessary mitigation measures into residential project design to minimize common open space noise levels. Maximum exterior noise should not exceed 65 dBA (Ldn) for residential uses ~~and should not exceed 65 dBA (Ldn) for public park uses.~~



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The impact statement in impact discussion NOISE-4 on page 4.11-51 of the Draft EIR is hereby amended as follows:

**Impact NOISE-64:** Buildout under the proposed project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.

TABLE 4.11-8 PROPOSED GENERAL PLAN NOISE-SENSITIVE LAND USE COMPATIBILITY GUIDELINES

Land Use Category of Proposed New Use		Day-Night Average Exterior Noise Level, $L_{dn}$ (dBA)				
		0 - 59	60 - 65	66 - 70	71 - 80	over 81
Noise-Sensitive Land Uses	Residential (all densities) *					
	Multifamily Common Open Space for Residents					
	Hotels, Motels, and Other Lodging					
	Schools, Libraries, Hospitals, Churches, Long-Term Care Facilities					
	Parks, Playgrounds, Privately Owned Publicly Accessible Open Space					
	Office and Commercial					
	Research and Development, Industrial					
		<b>Normally Acceptable.</b> Specified land use is satisfactory based on the assumption that any buildings involved are of normal, conventional construction, without any special noise mitigation requirements.				
		<b>Conditionally Acceptable.</b> New construction or development should be undertaken only after a detailed analysis of the noise-reduction requirements is made and needed noise mitigation features have been included in the design.				
		<b>Normally Unacceptable.</b> New construction or development should not be undertaken.				

\* See residential land use designations in the Land Use Element of this General Plan.

Source: City of San Mateo, Proposed Strive General Plan 2040, Table N-1.

## CHAPTER 4.12 PARKS AND RECREATION

The following General Plan policies and actions referenced in impact discussion REC-1 on pages 4.12-8 to 4.12-14 of the Draft EIR are hereby amended as follows:

- **Policy COS 2.3: Equitable Conservation.** Prioritize preservation, restoration, re\_wilding, and enhancement of natural landscapes in or near underserved communities for their role in improving air quality and community health.
- **Action COS 6.67: Inclusion and Accessibility.** Create policies, programs, and facility designs that are age-integrated, inclusive, respectful, and supportive for all members of the community. Expand cultural awareness and appreciation through culturally relevant programs and special events.
- **Action COS 6.78: Privately Owned Public Spaces Inventory.** Develop and maintain a list of all publicly accessible private open space in the city.
- **Action COS 6.89: Resident Input.** Solicit a broad spectrum of resident input for major park improvements or park master plans. Conduct multilingual and culturally sensitive outreach to ensure all voices are included in park planning efforts and that San Mateo’s parks reflect the diversity of the community.
- **Action COS 6.910: Public Information.** Communicate through diverse channels and in multiple languages the benefits and value park and recreation services bring in making San Mateo a more livable, economically viable, and socially responsible community.
- **Action COS 6.101: Technology Innovation.** Identify and incorporate technology innovations as an ongoing strategy to better serve the public, e.g., virtual trail maps, digitalized park signage, virtual programming.
- **Policy COS 7.3: Walkable Parks and Amenities.** Provide accessible public parks or other recreational opportunities that are within approximately one-third of a mile (a 15-minute walk) of residents without travel over significant barriers. Ideally, one or more of the following amenities should be available: multipurpose turf area, children’s play area with preschool and youth apparatus, seating areas, picnic areas, a multiuse court, and an opportunity for passive enjoyment of an aesthetically landscaped space.
- **Policy COS 8.8: San Mateo City Parks and Recreation Foundation.** Continue to support the San Mateo City Parks and Recreation Foundation efforts to expand non-eCity resource opportunities, such as funding and volunteers, in support of park development, improvements, and maintenance.

## CHAPTER 4.13 POPULATION AND HOUSING

The following General Plan policy and action referenced in impact discussion POP-1 on pages 4.13-8 to 4.13-10 of the Draft EIR are hereby amended as follows:

- **Policy LU 1.2: General Plan 2040 Maximum Development.** Maintain the City’s ability to rely on the General Plan EIR to approve future discretionary actions. When approved development

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within City Limits and unincorporated properties within the Sphere of Influence reaches the number of new residential units and net new nonresidential square feet below, require that environmental review conducted for any subsequent development project address growth impacts that would occur from further development:

- 19,764 new dwelling units
- 3,186,000 square feet of new nonresidential floor area

The General Plan Update Environmental Impact Report (EIR) assumes the following development projections for the year 2040:

- ~~Up to 21,410 new dwelling units~~
- ~~Up to 4,325,000 square feet of new nonresidential floor area~~

When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.<sup>[1]</sup>

Footnote 1: The General Plan Update Draft EIR (August 2023) analyzed a buildout potential of 21,410 new dwelling units and 4,325,000 square feet of new nonresidential floor area. During the public review period for the Draft General Plan 2040 and Draft EIR, changes were incorporated into the final adopted General Plan that reduced the residential and nonresidential development capacity. This policy reflects the reduced amounts, as acknowledged in the General Plan Update Final EIR (January 2024).

~~When approved development within City Limits and unincorporated properties within the Sphere of Influence reaches the maximum number of new residential units and net new nonresidential square feet projected in the General Plan EIR, require that environmental review conducted for any subsequent development project address growth impacts that would occur from development exceeding the General Plan EIR's projections.~~

- **Action LU 1.10: Review of New Development.** Track actual growth of both new housing units and net new nonresidential floor area annually, and review every two to three years. Use this information to monitor nonresidential floor area and housing units in San Mateo and to adjust this General Plan, infrastructure plans, and circulation plans, as necessary, if actual growth is exceeding projections. When approved nonresidential development reaches half of the anticipated development, evaluate the citywide jobs-housing balance.

The following General Plan policy referenced in impact discussion POP-2 on pages 4.13-11 to 4.13-13 of the Draft EIR is hereby amended as follows:

- **Policy LU 2.3: Community Benefits.** Develop a framework to allow density/intensity bonuses and concessions in exchange for the provision of community benefits, such as additional affordable housing, increased open space, public plazas or recreational facilities, subsidized retail space for small businesses, subsidized community space for nonprofits that provide community support services or childcare facilities, pedestrian and multimodal safety improvements, and/or off-site infrastructure improvements above minimum requirements.
- The framework shall allow for nonresidential development (office and commercial) within ¼-mile of the Hayward Park and Hillsdale Caltrain stations to have heights up to eight-stories when commensurate community benefits are provided.

## CHAPTER 4.14 PUBLIC SERVICES

The following General Plan policy and actions referenced in impact discussion PS-1 on pages 4.14-5 to 4.14-8 of the Draft EIR are hereby amended as follows:

- **Policy LU 14.1: Inter-Agency Cooperation.** Promote and participate in cooperative planning with other public agencies and the jurisdictions within San Mateo County, such as the 21 Elements regional collaboration, regarding regional issues such as water supply, traffic congestion, rail transportation, wildfire hazards, air pollution, waste management, fire services, emergency medical services, and climate change.
- **Action PSF 1.8: Police and Fire Cover Assessments.** Complete standard of cover assessments or staffing studies periodically for Police and Fire Services to ensure that appropriate response times, staffing and levels of service are available to meet community needs as the City's population grows.
- **Action S 1.189: Automatic and Mutual-Aid Agreements.** Participate in mutual-aid agreements with other local jurisdictions to provide coordinated regional responses, as necessary, to fire, flood, earthquake, critical incidents, and other hazard events in San Mateo and the surrounding area. Work with local jurisdictions to share resources and develop regional plans to implement disaster mitigation and resilience strategies, such as government continuity, emergency operations centers, and communications redundancies.
- **Action S 1.234: Community Training.** Collaborate with SMC Fire to provide emergency preparedness trainings to maintain and expand existing Community Emergency Response Teams (CERTs).
- **Action S 1.245: Emergency Infrastructure and Equipment.** Establish systems to ensure that traffic lights at major intersections, communications and radio infrastructure, and other critical infrastructure continues to function in the event of a localized power outage. Repair any damaged sets of infrastructure or equipment as needed to continue City operations.

The following General Plan policy and action referenced in impact discussion PS-5 on pages 4.14-18 to 4.14-19 of the Draft EIR are hereby amended as follows:

- **Policy PSF 5.7: Incentives for Public Facilities.** Provide incentives to developers for projects that include needed ~~to encourage~~ space for public facilities in new development.
- **Action PSF 6.68: School District Coordination.** Maintain effective, collaborative relationships with all local school districts.

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### CHAPTER 4.15 TRANSPORTATION

**The text under “California Complete Streets Act of 2008 (Assembly Bill 1358)” subheading on pages 4.15-1 and 4.15-2 of the Draft EIR is hereby amended as follows:**

California Complete Streets Act of 2008 (Assembly Bill 1358)

Originally passed in 2008, California’s Complete Streets Act took effect in 2011 and requires local jurisdictions to plan for land use transportation policies that reflect a “complete streets” approach to mobility. “Complete streets” comprises a suite of policies and street design guidelines which provide for the needs of all road users, including pedestrians, bicyclists, transit operators and riders, children, the elderly, and the disabled. From 2011 onward, any local jurisdiction—county or city—that undertakes a substantive update of the circulation element of its general plan must consider “complete streets” and incorporate corresponding policies and programs.

In December 2021, Directors Policy 37 was adopted which establishes an implementation structure to streamline complete street projects. This policy also stipulates that all transportation projects funded or overseen by Caltrans will provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail unless an exception is documented and approved.<sup>1</sup> This policy supersedes Deputy Directive 64-R1, and carries forward its goals of creating a safe and reliable transportation network.

<sup>1</sup> California Department of Transportation, December 2021, Directors Policy Dp-37, <https://dot.ca.gov/-/media/dot-media/programs/esta/documents/dp-37-complete-streets-a11y.pdf> accessed on October 31, 2023.

**The following text is hereby added under the “State Regulations” subheading on page 4.15-4 of the Draft EIR before the “Local Regulations” subheading:**

Caltrans District 4 Bike Plan

The District 4 Bike Plan, adopted in 2018, identifies infrastructure improvements that can enhance bicycle safety and mobility while removing barriers to bicycling in the region.<sup>3</sup> To do this, community outreach was done, existing conditions were surveyed, and needs were prioritized. District 4 encompasses the nine Bay Area counties, including San Mateo County. Identified infrastructure improvements for the City of San Mateo include new separated crossings, interchange reconstruction, and corridor improvements.

<sup>3</sup> California Department of Transportation, 2018, Caltrans District 4 Bike Plan for the San Francisco Bay Area, [https://dot.ca.gov/-/media/dot-media/district-4/documents/d4-bike-plan/caltransd4bikeplan\\_report\\_lowres-r6.pdf](https://dot.ca.gov/-/media/dot-media/district-4/documents/d4-bike-plan/caltransd4bikeplan_report_lowres-r6.pdf), accessed on October 31, 2023.

Caltrans District 4 Pedestrian Plan for the Bay Area

Adopted in 2021, the Caltrans District 4 Pedestrian Plan for the Bay Area identifies pedestrian needs on Caltrans roadways in District 4. This plan analyzes the frequency and quality of crossing opportunities, as well as sidewalk coverage and conditions. Needs were then prioritized and areas for improvement were

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identified. The next steps in the plan include leveraging local partnerships and identifying and initiating projects.

**The text under the “Roadway System” subheading on pages 4.15-7 and 4.15-8 of the Draft EIR is hereby amended as follows:**

The roadway system in the City of San Mateo is made up of freeways and expressways, principal arterials, minor arterials, major collectors, and local streets and alleyways. Each is described in detail below. The ~~proposed existing~~ classification ~~as part of the proposed project~~ as designated by Caltrans is shown on Figure 4.15-1, *Proposed Existing Street Classification*.

### Freeways and Expressways

Freeways and expressways are roadways without intersections that allow users to reach destinations outside of the city, either by car or transit. There are two freeways in the City of San Mateo: US Highway 101 and State Route 92 (SR-92). Interstate 280 (I-280) also provides regional access to the community and is located just west of the City’s Sphere of Influence.

US Highway 101 is an 8- to 10-lane north-south freeway that traverses the easterly portion of the city. US Highway 101 extends northward through San Francisco and southward through San Jose and is a roadway of regional significance to the intercity circulation within the Bay Area. US Highway 101 provides access to the city via eight interchanges. One of the interchanges is a freeway-to-freeway interchange with SR-92. Two of the interchanges, at 3<sup>rd</sup> Avenue/4<sup>th</sup> Avenue and at Hillsdale Boulevard, are full-access interchanges. The remaining five interchanges are partial access interchanges. Within the City Limits, average daily traffic volumes on US Highway 101 range between 240,000 south of SR-92 and 270,000 north of SR-92. Managed toll lanes were recently added to Highway 101 connecting from Santa Clara County boundary to I-380 in San Mateo County.

SR-92 is a 4- to 6-lane east-west freeway extending from Half Moon Bay in west San Mateo County to Hayward in Alameda County. SR-92 traverses across the San Francisco Bay via a six-lane bridge (San Mateo Bridge), which is one of the seven bridges that cross the San Francisco Bay within the Bay Area. SR-92 provides access to the city via eight interchanges. One of the interchanges is a freeway-to-freeway interchange with US Highway 101. All remaining interchanges are full-access interchanges. Within City Limits, average daily traffic volumes on SR-92 range between 60,000 to 80,000 west of El Camino Real, approximately 100,000 between El Camino Real and US Highway 101, and over 150,000 east of US Highway 101.

### Principal Arterials

~~Arterial~~ Principal arterial streets connect the regional roadway network with minor arterials and collectors. Most intersections along principal arterials are signalized, often with a coordinated and interconnected signal system. Compared to ~~collectors~~ minor arterials, principal arterials have higher capacity to accommodate traffic volumes, and they provide for longer, continuous movement throughout the city. ~~Arterials typically serve between 10,000 to 50,000 vehicles per day. Access to most freeway interchanges within the city are provided by arterials. Unlike a freeway, travelers can access destinations directly from the primary arterial through driveways and at-grade intersections with other~~

## REVISIONS TO THE DRAFT EIR

roadways. The annual average daily traffic volume for principal arterials is generally between 7,000 to 27,000 trips. El Camino Real is the only principal arterial in San Mateo.

El Camino Real (SR-82) is owned by Caltrans and is a four- to six-lane north-south arterial within the city that is of regional significance. El Camino Real extends from Santa Clara County through San Mateo County. Within the City Limits, El Camino Real provides access to the Hillsdale Shopping Center, Downtown San Mateo, the Hillsdale Caltrain Station, and nearby residential neighborhoods. El Camino Real provides direct access to SR-92 via a full interchange.

### Minor Arterials

Minor arterials are used for trips of moderate length, serve smaller geographic areas than principal arterials and offer connections between principal arterials and other roadways. The annual average daily traffic volume for minor arterials is 3,000 to 14,000 trips. Some of the minor arterials in the City include Hillsdale Boulevard, Alameda de las Pulgas, Poplar Avenue, and Delaware Street.

### Major Collectors

~~Collectors link neighborhoods together and allow travelers to reach places outside of their neighborhoods. They have higher speeds than local streets and can handle more traffic volume. Collectors typically serve between 1,000 and 10,000 vehicles per day. While access to freeway interchanges within the EIR Study Area is mostly provided by arterials, two collector roads (North Bayshore Boulevard, and Kehoe Avenue) provide access to two partial interchanges with US Highway 101. Major collectors gather traffic from local roads and funnel it to arterials. Compared to local roadways, major collectors are longer, have fewer driveways, and may have more than two travel lanes. The annual average daily traffic volume for major collectors is 1,100 to 6,300 trips. Some of the major collectors include Palm Avenue, B Street, Hacienda Street, and Grant Street.~~

### ~~Local Streets and Alleyways~~

~~Local streets and alleyways make up the majority of the roadway system in San Mateo and typically have lower speeds and vehicular traffic volumes. These provide direct access to adjacent land uses. The annual average daily traffic volume for local roads is 80 to 700 trips.~~

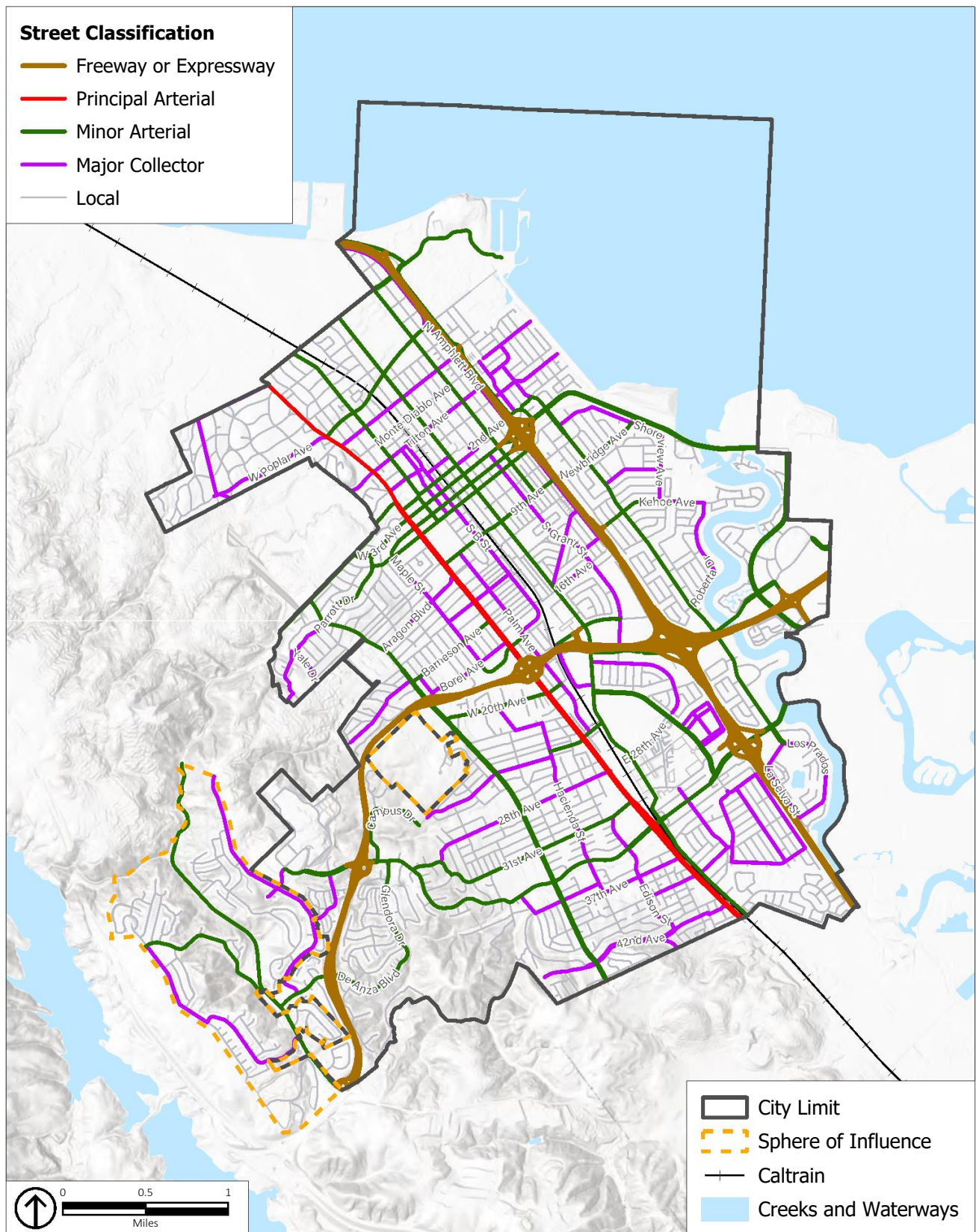
**Figure 4.15-1, *Proposed Street Classification*, on page 4.15-9 of the Draft EIR is hereby replaced with the revised figure on the following page.**

**The following General Plan policies and actions referenced in impact discussion TRAN-1 on pages 4.15-13 to 4.15-22 of the Draft EIR are hereby amended as follows:**

- **Policy C 1.1: Sustainable Transportation.** Reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions from transportation by increasing mode share options for sustainable travel modes, such as walking, bicycling, and public transit.
- **Action C 1.11: Complete Streets Plan.** Complete and implement the Complete Streets Plan, including pedestrian, bicycling, and transit infrastructure, to improve the City's circulation network to accommodate the needs of street users of all ages and abilities.



TRANSPORTATION



Source: Caltrans, 2022; PlaceWorks, 2023.

Figure 4.15-1  
Existing Street Classification

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- **Action C 1.13: El Camino Real Improvements.** Collaborate with Caltrans, SamTrans, and other partners to support accommodating higher-capacity and higher-frequency travel along El Camino Real, Bus Rapid Transit, and other modes of alternative transportation.
- **Action C 1.145: Transit-Oriented Development Pedestrian Access Plan.** Coordinate with interagency partners and community stakeholders to seek funding opportunities to design, construct, and build the priority projects identified in the Transit-Oriented Development Pedestrian Access Plan to improve access to and from the Caltrain Stations.
- **Policy C 5.1: Increase Transit Ridership.** Support SamTrans and Caltrain in their efforts to increase transit ridership and frequency of transit services.
- **Policy C 5.2: Caltrain and SamTrans.** Support Caltrain and SamTrans as a critical transit service providers in the city and Peninsula.
- **Policy C 5.6: Transit Safety.** Prioritize improvements that enhance pedestrian connectivity to transit and ~~to~~ increase safety, access, and comfort at transit centers and bus stops in equity priority communities, along commercial corridors, and in dense, mixed-use neighborhoods.
- **Action C 5.1011: Transit Experience Improvements.** Prioritize installing new transit shelters and benches or other seating and an energy-efficient street lighting program at transit stops using SamTrans standards in equity priority communities and areas that improve transit access, safety, and experience.
- **Action C 5.1112: Shuttle Programs.** Continue to support public shuttle programs connecting to Caltrain stations. Work to expand public awareness and access to shuttles and expand shuttle service. Support the implementation of publicly accessible private shuttles.
- **Policy LU 4.1: Downtown Land Uses.** Allow and prioritize a wide range of residential, dining, cultural, entertainment, lodging, and other commercial uses downtown, at high intensities and densities, with strong multi-modal connectivity to the San Mateo Caltrain station and other transit.
- **Action LU 6.3: Hillsdale Station Area Plan.** Update the Hillsdale Station Area Plan to foster higher-density residential, office and mixed-use, transit-oriented development that connects to neighborhoods to the east and west, improves bicycle and pedestrian ~~circulation~~ connectivity to west of the station, and increases park and open space areas.
- **Action C 2.7: New Development Shuttle Services.** Encourage new developments to provide shuttle services and shuttle partnerships as an option to fulfill TDM requirements. Shuttles should serve activity centers, such as the College of San Mateo, Caltrain stations, ~~d~~Downtown, the Hillsdale Shopping Center, or other areas and should accommodate the needs and schedules of all riders, including service workers.
- **Policy C 6.4: Operations Analysis for Development Projects.** Require new development to determine the need for new or modified circulation improvements, operations, or alignments where developments identify operational deficiencies that were not previously identified in a transportation impact fee study. Require development applicants to prepare an analysis to determine the need for modifications, such as signalization, turn restrictions, roundabouts, etc.

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Require applicants to fund identified off-site improvements if warranted, as determined by the legally appropriate transportation analysis, and as approved by City staff.

- **Action C 6.910: Network Operations Standard.** Evaluate and adopt an operational metric for all roadway users that accounts for the safe, equitable, and efficient roadway access.
- **Action C 6.1011: Prioritization and Timing of Roadway Improvements.** Revise the Capital Improvement Program (CIP) prioritization system to include additional criteria, such as: potential to reduce vehicle miles traveled (VMT) per capita; proximity to high-injury locations identified in the Local Roads Safety Plan; eligibility and availability of grant or other funding source; benefit or harm to equity priority communities; and correlation with the distribution and pace of development, reflecting the degree of need for mitigation.
- **Action C 6.1112: Congestion Management.** Work with neighboring agencies and regional partners, such as the City/County Association of Governments of San Mateo County (C/CAG), to implement traffic management strategies and technologies, such as signal coordination, to manage local traffic congestion.
- **Policy C 1.5: El Camino Real.** Facilitate efficient travel and pedestrian safety along El Camino Real by supporting improvements that enhance pedestrian connectivity, such as improved pedestrian crossings.
- **Policy C 3.1: Pedestrian Network.** Create and maintain a safe, walkable environment in San Mateo to increase the number of pedestrians. Maintain an updated recommended pedestrian network for implementation. Encourage “superblock” or similar design in certain nodes of the city, such as the dDowntown, that allows vehicle access at the periphery and limits cut-through vehicles to create pedestrian-focused, car-light spaces.
- **Action C 3.7: Pedestrian Connectivity.** Incorporate design for pedestrian connectivity across intersections in transportation projects, including the El Camino Real corridor, to improve visibility at crosswalks for pedestrians and provide safe interaction with other modes. Design improvements should focus on increasing sight lines and removing conflicts at crosswalks.
- **Policy C 4.4: Bicycle and Shared Mobility-Related Technology.** Explore ways to use technology to improve bicycle and shared mobility safety and connectivity.
- **Policy C 4.65: Bicycle Improvements.** Require new developments to construct or contribute to improvements that enhance the cyclist experience, including bicycle lanes and bicycle parking.
- **Policy C 4.76: Coordination with Other City Projects.** Maximize opportunities to implement bicycle facilities through other City of San Mateo projects.
- **Policy C 4.87: Interjurisdiction Coordination.** Continue to coordinate with adjacent jurisdictions and regional partners in the development of connected bicycle and pedestrian facilities and regional trails, as identified in adopted City plans.
- **Policy LU 2.3: Community Benefits.** Develop a framework to allow density/intensity bonuses and concessions in exchange for the provision of community benefits, such as additional affordable housing, increased open space, public plazas or recreational facilities, subsidized retail space for small businesses, subsidized community space for nonprofits that provide community

## REVISIONS TO THE DRAFT EIR

support services or childcare facilities, pedestrian and multimodal safety improvements, and/or off-site infrastructure improvements above minimum requirements.

- The framework shall allow for nonresidential development (office and commercial) within ¼-mile of the Hayward Park and Hillsdale Caltrain stations to have heights up to eight-stories when commensurate community benefits are provided.
- **Action LU 4.4: Downtown Area Plan.** Update the Downtown Area Plan to support and strengthen the Downtown as a vibrant and active commercial, cultural, entertainment, and community gathering district. The updated Downtown Area Plan shall align with the General Plan, integrate recommendations from other concurrent City efforts, focus growth and intensity in proximity to the Caltrain station, encourage superblock concepts or approaches and allow parklets, update parking standards and parking management strategies, allow for increased housing units and density, and support high-quality, pedestrian-oriented design and architecture.

**The following General Plan action referenced in impact discussion TRAN-3 on pages 4.15-24 to 4.15-25 of the Draft EIR is hereby amended as follows:**

- **Action C 1.18: Safety Education.** Pursue Provide safety education to increase awareness of roadway safety practices for all street users.

**The following General Plan policy and actions referenced in impact discussion TRAN-4 on pages 4.15-25 to 4.15-27 of the Draft EIR are hereby amended as follows:**

- **Policy LU 14.1: Inter-Agency Cooperation.** Promote and participate in cooperative planning with other public agencies and the jurisdictions within San Mateo County, such as the 21 Elements regional collaboration, regarding regional issues such as water supply, traffic congestion, rail transportation, wildfire hazards, air pollution, waste management, fire services, emergency medical services, and climate change.
- **Action S 1.1617: Evacuation Routes.** Maintain adequate evacuation routes as identified by arterial streets shown in the Circulation Element, Figure C-3 [of the proposed General Plan]. Evaluate each evacuation route's feasibility using a range of hazard criteria. Update this map on a regular basis to reflect changing conditions and State requirements for evacuation routes.
- **Action S 1.2223: Public Safety Outreach.** Develop a public safety education program to increase public awareness of potential hazards, City's emergency readiness and response program, and evacuation routes. Target public education programs to segments of the community that are most vulnerable to hazards and safety risks.
- **Action S 1.2425: Emergency Infrastructure and Equipment.** Establish systems to ensure that traffic lights at major intersections, communications and radio infrastructure, and other critical infrastructure continues to function in the event of a localized power outage. Repair any damaged sets of infrastructure or equipment as needed to continue City operations.
- **Action S 1.2627: Response Time Study.** Conduct a Response Time Study to provide a data-driven understanding of how future roadway safety improvements could impact emergency response times and use this information to adjust proposed roadway improvements as needed.

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- **Action S 1.2729: Emergency Notification System.** Develop an emergency notification system (e.g., SMC Alert and Nixle) for flood-prone neighborhoods and businesses before, during, and after a climate hazard event, to assist with evacuation and other support activities. This includes coordination with the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) on its early flood warning notification system.

## CHAPTER 4.17 UTILITIES AND SERVICE SYSTEM

The second bullet point on page 4.17-20 of the Draft EIR is hereby amended as follows:

- EMID will coordinate with the City of San Mateo, SFPUC, and BAWSCA to assess options for using recycled water in the future to offset new potable water demands.
- EMID ~~is in the process of developing~~ has developed a water neutral growth policy for new development.
- EMID has completed a Recycled Water Facilities Plan (2017) with the City of San Mateo that discusses ways to provide recycled water to both service areas and/or use recycled water produced at the San Mateo Wastewater Treatment Plant (WWTP) for regional potable reuse opportunities (e.g., installing a pipeline from the WWTP to SFPUC's Lower Crystal Springs Reservoir).

The following General Plan actions referenced in impact discussion UTIL-1 on pages 4.17-20 to 4.17-28 of the Draft EIR are hereby amended as follows:

- **Action PSF 2.10: Water-Reduction Strategies.** Work with California Water Service, Estero Municipal Improvement District, Bay Area Water Supply & Conservation Agency, and other mid-peninsula cities to promote water-reduction strategies and to create an outreach program that will help inform residents and businesses of increased costs, the need for conservation efforts, and available incentives and rebates.
- ~~**Action PSF 2.11: Water Purification Facility.** Continue working with California Water Service, the San Francisco Public Utilities Commission, the Bay Area Water Supply & Conservation Agency, the City of Redwood City, and Silicon Valley Clean Water to develop an advanced water purification facility that treats wastewater from the San Mateo wastewater treatment plant to tertiary treatment standards.~~
- **Action PSF 2.1211: Water Usage.** Work with California Water Service to collect and track water use by land use type and make this information available to the community.

The following General Plan policies and action referenced in impact discussion UTIL-4 on pages 4.17-39 to 4.17-42 of the Draft EIR are hereby amended as follows:

- **Policy PSF 3.5: Inter-Agency Coordination for Wastewater Planning.** Coordinate future planning of the sewer collection and wastewater treatment plant with the other users of the systems, including the Estero Municipal Improvement District (City of Foster City), the Crystal Springs County Sanitation District, Town of Hillsborough, and City of Belmont.
- **Policy PSF 3.14: City Utility Programs Funding.** Maintain adequate, sustained, and dedicated revenue sources for City utility programs to support the sanitary sewer system, stormwater system, and refuse collection.

## REVISIONS TO THE DRAFT EIR

- **Action PSF 3.1315: City Infrastructure Studies and Master Plans.** Develop and coordinate studies and master plans to assess infrastructure and to develop a Capital Improvement Program for necessary improvements. Incorporate climate change risks, such as the impacts of droughts, increasing storm events, sea level rise, and groundwater changes in the planning process.

The following General Plan goal, policies, and action referenced in impact discussion UTIL-7 on pages 4.17-50 to 4.17-51 of the Draft EIR are hereby amended as follows:

- **Goal PSF-89:** Reduce the generation of solid waste and increase the diversion of waste from landfills.
  - **Policy PSF 89.1: Solid Waste Disposal.** Support waste reduction and diversion programs to reduce solid waste materials in landfill areas in accordance with State requirements.
  - **Policy PSF 89.2: Recycling.** Support programs to recycle solid waste and require provisions for on-site recycling in new development, in compliance with sState requirements.
  - **Policy PSF 89.3: Composting.** Maintain the curbside composting program and expand composting of organics in accordance with sState requirements.
  - **Action PSF 89.4: Waste Reduction.** Reduce waste sent to landfills by San Mateo's residents, businesses, and visitors, as required by sState law and San Mateo Municipal Code, by mandating recycling and compost programs, setting aggressive waste-reduction goals for all development, and implementing appropriate solid waste rates to recover cost of services provided. Supportive actions for waste reduction are detailed in the Climate Action Plan.

The following General Plan policies and actions referenced in impact discussion UTIL-10 on pages 4.17-58 to 4.17-59 of the Draft EIR are hereby amended as follows:

- **Policy PSF 3.9: ~~Low Impact Development~~ Green Infrastructure.** Minimize stormwater runoff and pollution by requiring new green infrastructure to treat and improve stormwater quality as part of public and prove projects encouraging low-impact design (LID) features, such as pervious parking surfaces, bioswales, and filter strips in new development.
- **Policy PSF 3.14: City Utility Programs Funding.** Maintain adequate, sustained, and dedicated revenue sources for City utility programs to support the sanitary sewer system, stormwater system, and refuse collection.
- **Action PSF 3.1315: City Infrastructure Studies and Master Plans.** Develop and coordinate studies and master plans to assess infrastructure and to develop a Capital Improvement Program for necessary improvements. Incorporate climate change risks, such as the impacts of droughts, increasing storm events, sea level rise, and groundwater changes in the planning process.
- **Action PSF 3.1718: Stormwater Requirements for Development.** In accordance with State regulatory mandates, require applicable new and redevelopment projects to incorporate site design, source control, treatment, and hydromodification management measures to minimize stormwater runoff volumes and associated pollutants. ~~Stormwater management via green infrastructure systems shall be prioritized.~~
- ~~**Action PSF 3.18: Incentives for Low Impact Development.** Develop and implement incentives to encourage applicants to include low-impact design features in new development.~~

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- **Action PSF 3.1519: Green Infrastructure Plan.** Implement the City’s Green Infrastructure Plan to gradually shift from a traditional stormwater conveyance system (“gray”) to a more natural system that incorporates plants and soils to mimic watershed processes, capture and clean stormwater, reduce runoff and increase infiltration, and create healthier environments (“green”).
- **Action PSF 3.20: Stormwater Management Funding.** Establish a dedicated funding source for stormwater management.

The following General Plan goal and policies referenced in impact discussion UTIL-12 on pages 4.17-68 to 4.17-71 of the Draft EIR are hereby amended as follows:

- **Goal PSF-4:** Promote the development of a clean energy supply, energy-efficient technology, and telecommunications facilities that benefit all members of the community.
  - **Policy PSF 4.1: Clean Energy.** Support the advancement of a carbon-neutral energy supply.
  - **Policy PSF 4.2: Energy Conservation.** Support efforts to reduce per-capita energy use.
  - **Policy PSF 4.6: Renewable Energy Neighborhood Microgrids.** Encourage the establishment of renewable energy neighborhood microgrids to support resilience, especially within equity priority communities.
  - **Policy PSF 4.7: Service Improvement and Expansion.** Seek to ensure adequate energy and communication systems to serve existing and future needs while minimizing impacts on existing and future residents by requiring new development to underground power lines and provide underground connections, when feasible, and prioritizing cellular coverage for all areas of the city while appropriately minimizing visual impacts of cellular facilities, antennas, and equipment shelters.

## CHAPTER 4.18 WILDFIRE

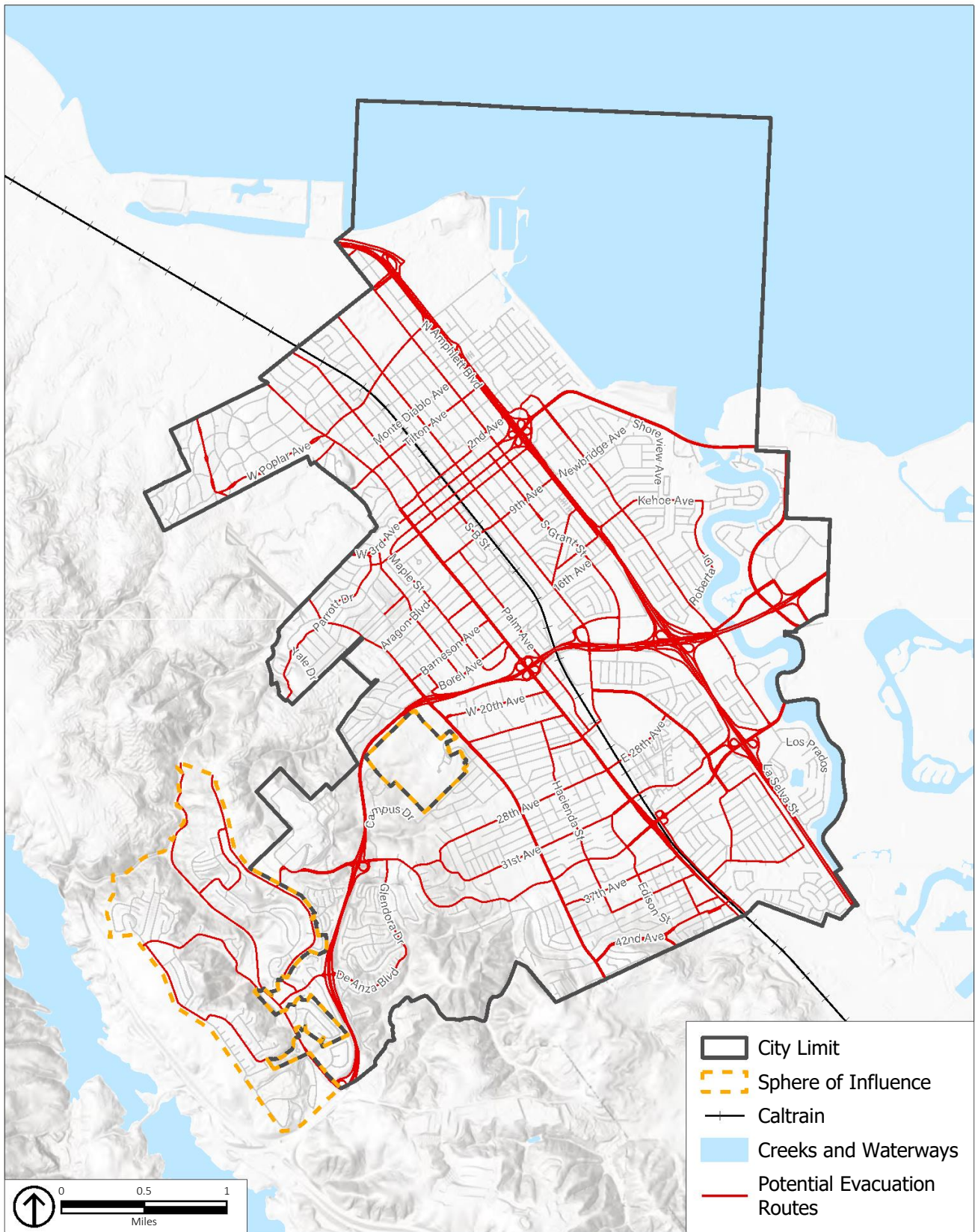
Figure 4.18-5, *Potential Evacuation Routes*, on page 4.18-23 of the Draft EIR is hereby replaced with the revised figure on the following page.

The following General Plan goal, policies, and actions referenced in impact discussion WILD-1 on pages 4.18-25 to 4.18-28 of the Draft EIR are hereby amended as follows:

- **Policy S 1.15: Emergency Preparedness.** Coordinate with San Mateo County, neighboring cities, and non-governmental partners to effectively prepare for and respond to hazards and natural disasters.
- **Policy S 1.16: Evacuation Planning.** Cooperate with neighboring jurisdictions and public protection agencies to delineate evacuation routes and locations, identifying their capacity, safety, and viability under different hazard scenarios, as well as emergency vehicle routes for disaster response, and where possible, alternate routes where congestion or road failure could occur. Update as new information and technologies become available.



**WILDFIRE**



Source: PlaceWorks, 2023.

Figure 4.18-5  
Potential Evacuation Routes

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- **Action S 1.1617: Evacuation Routes.** Maintain adequate evacuation routes as identified by arterial streets shown in the Circulation Element, Figure C-3. Evaluate each evacuation route's feasibility using a range of hazard criteria. Update this map on a regular basis to reflect changing conditions and State requirements for evacuation routes.
- **Action S 1.1819: Automatic and Mutual-Aid Agreements.** Participate in mutual-aid agreements with other local jurisdictions to provide coordinated regional responses, as necessary, to fire, flood, earthquake, critical incidents and other hazard events in San Mateo and the surrounding area. Work with local jurisdictions to share resources and develop regional plans to implement disaster mitigation and resilience strategies such as government continuity, emergency operations centers, communications redundancies.
- **Action S 1.20: Community Centers and Recreation Spaces.** Create an inventory of existing community center facilities and recreation spaces and assess their readiness to serve as a community shelter during a disaster. Following the inventory, create a facilities improvement plan that addresses deficiencies found in each facility or recreation space to improve resilience and disaster preparedness in the city.
- **Action S 1.2021: Rebuilding Priorities.** Establish rebuilding priorities and procedures in the event of a major disaster to expedite reconstruction and enhance access to funding opportunities with special emphasis on equity priority communities that are more vulnerable to climate hazards.
- **Action S 1.22: Resilient Power Systems.** Explore the feasibility of on-site power generation and storage at City facilities to reduce reliance on regional power infrastructure in case of a hazard-caused power outage.
- **Action S 1.2223: Public Safety Outreach.** Develop a public safety education program to increase public awareness of potential hazards, City's emergency readiness and response program, and evacuation routes. Target public education programs to segments of the community that are most vulnerable to hazards and safety risks.
- **Action S 1. 2324: Community Training.** Collaborate with SMC Fire to provide emergency preparedness trainings to maintain and expand existing Community Emergency Response Teams (CERTs).
- **Action S 1.2425: Emergency Infrastructure and Equipment.** Establish systems in place to ensure that traffic lights at major intersections, communications and radio infrastructure, and other critical infrastructure continues to function in the event of a localized power outage. Repair any damaged sets of infrastructure or equipment as needed to continue City operations.
- **Action S 1.2627: Response Time Study.** Conduct a Response Time Study to provide a data-driven understanding of how future roadway safety improvements could impact emergency response times and use this information to adjust proposed roadway improvements as needed.
- **Action S 1.28: Future Emergency Needs.** Assess future emergency service needs during each update to the Safety Element.
- **Action S 1.2729: Emergency Notification System.** Develop an emergency notification system (e.g. SMC Alert and Nixle) for flood-prone neighborhoods and businesses before, during, and after a climate hazard event and assist in their evacuation and other support activities. This

## REVISIONS TO THE DRAFT EIR

includes coordination with the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) on its early flood warning notification system.

- **Goal S-54:** Maintain adequate fire and life safety protection from wildland fires.
  - **Policy S 54.12: Secondary Access.** Explore secondary means of ingress and egress in areas with evacuation constraints, as shown in Figure S-2, Evacuation-Constrained Areas, for existing subdivisions or developments of 30 units or more within a Very High Fire Hazard Severity Zone.
  - **Policy S54.13: Emergency Access.** Require that roads, driveways, and other clearances around structures are located and designed to ensure emergency access.
  - **Policy S 54.14: Emergency Services.** Work with SMC Fire to provide fire prevention, protection, and emergency preparedness services that adequately protect residents, employees, visitors, and structures from fire and fire-related emergencies.

**The following General Plan goal, policies, and actions referenced in impact discussion WILD-2 on pages 4.18-28 to 4.18-31 of the Draft EIR are hereby amended as follows:**

- **Policy S 1.2: Local Hazard Mitigation Plan.** Incorporate by reference the San Mateo County Multi-jurisdictional Local Hazard Mitigation Plan, approved by the Federal Emergency Management Agency (FEMA) in 2021, along with any future updates or amendments, into this Safety Element in accordance with Government Code section 65302.6.
- **Goal S-54:** Maintain adequate fire and life safety protection from wildland fires.
  - **Policy 54.1: Very High Fire Hazard Severity Zones.** Avoid new residential development in Very High Fire Hazard Severity Zones, as shown on Figure S-14, or the most current data available from CAL FIRE. Redevelopment or reconstruction of existing structures is allowed. Coordinate with San Mateo Consolidated Fire Department (SMC Fire) to ensure new construction of buildings or infrastructure within a Fire Hazard Severity Zone or Wildland-Urban Interface (WUI), as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, ~~are in full compliance with~~ meet or exceed applicable State and local regulations and meet the ~~Very High Fire Hazard Severity Zone~~ Fire Safe Regulations for road ingress and egress, fire equipment access, and adequate water supply.
  - **Policy S 54.2: Reconstruction of Development.** Require reconstruction projects or significant retrofits in a Fire Hazard Severity Zone and the Wildland-Urban Interface, as shown on Figures S-12 and S-13 or the most current data available from CAL FIRE, to be consistent with the California Building Standards Code, California Fire Code, and ~~Very High Fire Hazard Severity Zone~~ Fire Safe Regulations.
  - **Policy S 54.3: Wildland Fire Protection.** Require all development in and adjacent to designated Fire Hazard Severity Zone and Wildland-Urban Interface to prepare a fire protection plan for review and approval by SMC Fire prior to issuance of building permits and to provide access and defensible space in accordance with California codes and local ordinances.
  - **Policy S 54.9: Land Use Management for Fire Risks.** Maintain all City-owned public lands and work with private landowners and FIRE SAFE San Mateo County to reduce fuel loads, establish appropriately placed fire breaks/defensible space, require long-term maintenance of fire hazard

## REVISIONS TO THE DRAFT EIR

reduction projects, and educate all property owners in the city on proper landscape maintenance and firescaping standards to reduce the risk of fire hazards.

- **Policy S 54.11: Fire Safe Roads.** Coordinate with SMC Fire to evaluate new development or significant retrofits that have access on roadways that do not meet fire-safe road and vegetation standards within the Wildfire-Urban Interface and/or Very High Fire Hazard Severity Zone and ensure that road standards and vegetation management occurs and is maintained.
- **Action S 54.15: Tree Maintenance.** Collaborate with SMC Fire to maintain City-owned trees in a manner that does not contribute to fire danger, in accordance with current bBest mManagement pPractices (BMPs).
- **Action S 54.16: Fire-Safe Education.** Work with SMC Fire and seek funding to develop a fire-safe education program that provides information and awareness to community members about defensive space, fire-resistant landscaping and construction, evacuation preparation, and other wildfire education topics.
- **Action S 54.18: Vegetation Management on City-Owned Land.** Coordinate with SMC Fire to continue conducting and providing long-term maintenance of vegetation management projects in City-owned parks and open spaces to prevent wildfire ignition and spread.
- **Action S 54.19: Reevaluation of Development Standards.** Reevaluate development standards for wildfire risk areas following major wildfire events and apply updated standards as needed to maintain high levels of wildfire protection.
- **Action S 54.20: Vegetation Management.** Coordinate with the SMC Fire and the FIRE SAFE San Mateo County to obtain funding for and conduct vegetation and fuel modification or management.

The following General Plan goal and policy referenced in impact discussion WILD-3 on pages 4.18-32 to 4.18-33 of the Draft EIR are hereby amended as follows:

- **Goal S-54:** Maintain adequate fire and life safety protection from wildland fires.
  - **Policy S 54.7: Peakload Water Supply.** Ensure that the California Water Service Company and the Estero Municipal Improvement District provide and maintain a water supply and distribution system that provides an adequate static pressure to deliver the minimum fire hydrant flow to all areas of the city, except where a lesser flow is acceptable, as determined by SMC Fire.

The following General Plan goals, policies, and actions referenced in impact discussion WILD-4 on pages 4.18-33 to 4.18-35 of the Draft EIR are hereby amended as follows:

- **Policy LU 2.1: Development Intensity/Density.** Regulate development density/intensity to recognize natural environmental constraints, such as floodplains, earthquake faults, debris flow areas and other hazards, availability of urban services, and transportation and circulation constraints.
- **Goal S-3:** Protect the community from unreasonable risk to life and property caused by flood hazards and sea level rise.

## REVISIONS TO THE DRAFT EIR

- **Policy S 3.1: Development within Floodplains.** Protect new development and substantial retrofits within a floodplain by requiring the lowest finish floor elevation to be ~~three feet~~ above the applicable floodwater elevation or by incorporating other flood-proofing measures consistent with Federal Emergency Management Agency (FEMA) regulations, OneShoreline guidance, the City’s Floodplain Management Ordinance, and other City policy documents.
- **Action S 3.317: Flood Risk Mapping Data.** Regularly update mapping data pertaining to the 100-year and 500-year floodplains, dams, and levee failure as information becomes available.
- **Action S 3.49: Community Rating System.** ~~Undertake efforts that increase the~~ Explore establishment of a City’s rating under FEMA’s Community Rating System, such as expanding and improving Geographic Information System (GIS) mapping capacity, developing a flood early warning system, and creating a Flood Emergency Action Plan.
- **Action S 3.510: Early Flood Warning.** ~~As feasible, Collaborate with OneShoreline to~~ provide early flood warning for flood-prone areas of the city through collaboration with regional partners such as OneShoreline’s stream monitoring station and notification system.
- **Goal S-54:** Maintain adequate fire and life safety protection from wildland fires.
  - **Policy S 54.4: Hillside Vegetation Stability.** Stabilize, and as feasible re-vegetate, burned slopes following a wildfire event to reduce landslide and debris flows risk.

**The second bullet point in impact discussion WILD-3 on page 4.18-32 of the Draft EIR is hereby amended as follows:**

- **Fuel Breaks.** As discussed in impact discussion WILD-2, the Safety (S) Element of the proposed General Plan includes Policies S 54.1 and S 54.9 which require development in and adjacent to designated wildland fire areas to provide defensible space and the City to establish appropriately placed fire breaks and defensible space on City-owned public lands.

## CHAPTER 5 ALTERNATIVES

**The second bullet point under the “Noise” subheading on page 5-3 of the Draft EIR is hereby amended as follows:**

- **Impact NOISE-64:** Buildout under the proposed project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.

**Section 5.4, *Overview of Project Alternatives*, beginning on page 5-3 of the Draft EIR is hereby amended as follows:**

### 5.4 OVERVIEW OF PROJECT ALTERNATIVES

#### 5.4.1 ALTERNATIVES CONSIDERED BUT REJECTED

Section 15126.6(c) of the State CEQA Guidelines requires EIRs to identify any alternatives that were considered by the lead agency but were rejected as infeasible during the scoping process, and briefly

## REVISIONS TO THE DRAFT EIR

explain the reasons underlying the lead agency's determination. CEQA Guidelines Section 15126.6(c) states that among the factors that may be used to eliminate alternatives from detailed consideration in an EIR are: (i) failure to meet most of the basic project objectives, (ii) infeasibility, or (iii) inability to avoid significant environmental impacts. The following is a discussion of alternatives that were considered and rejected, along with the reasons they were not included in the analysis.

- **Lower Growth Alternative.** Chapter 3, *Project Description*, of the Draft EIR describes the planning process that led to the development of General Plan 2040, and explains that from 2019 to 2022, community members and the City Council developed and evaluated three scenarios for the General Plan. As stated on pages 3-7 to 3-8 of the Draft EIR, the Alternatives Evaluation Report published in January 2022 began the community engagement process to choose a preferred scenario for land use and circulation based on the relative benefits, trade-offs, potential impacts, and desired mix of growth and development of each alternative. This process led to the selection of the preferred scenario, which was created by mixing and matching different combinations of housing and commercial development in each Study Area for General Plan 2040. The resulting preferred scenario that was selected by the City is the proposed project evaluated in this EIR and its buildout projections and project objectives are described in Chapter 3, *Project Description*, of the Draft EIR.

Two lower growth scenarios (referred to as Alternatives A and B in the Alternatives Evaluation Report) were considered and evaluated as part of this planning process. Due to the lower residential densities considered in these lower growth alternatives, they would be less likely to meet the project objective of identifying sufficient residential land to accommodate both current and future housing needs for people at all income levels. In addition, the lower densities would result in less concentrated growth and fewer residents within close proximity to transit, which would increase the City's per-capita VMT (for both residents and workers) when compared to the proposed project.

These lower growth scenarios would reduce overall VMT, which could decrease the significant and unavoidable traffic noise impact identified for the proposed project; however, because these scenarios would increase VMT per capita, they would increase the project's transportation impact. In addition, the lower growth scenarios could prevent the City's ability to comply with future housing mandates, which would render these alternatives infeasible. Lastly, these scenarios were considered for their ability to reduce the proposed project's significant and unavoidable air quality impacts. The proposed project's air quality impacts are a result of the programmatic nature of the analysis in the EIR; the application of significance thresholds used by the Bay Area Air Quality Management District; and the magnitude of development due to the proposed project being a long-term, citywide plan. These impacts could not be avoided by a lower growth alternative that still allows enough development for the City to increase the amount and variety of housing to meet current and future needs. Therefore, lower growth alternatives were considered but rejected.

- **Wildfire Zone Development Prohibition Alternative.** The City considered an alternative that would prohibit development within the very high fire hazard severity zone (VHFHSZ), wildland-urban interface (WUI), and State Responsibility Area (SRA). As described on pages 4.18-31 and 4.18-36 of the Draft EIR, such a prohibition would be the only way to fully avoid Impact WILD-2 and Impact WILD-5, identified as significant and unavoidable for the proposed project. Page 4.8-31 of the Draft EIR states, "The majority of western San Mateo is in a VHFHSZ and/or the WUI. Prohibiting new development in this portion of San Mateo is not feasible or practical because the City has a responsibility to meet

## REVISIONS TO THE DRAFT EIR

other, conflicting obligations, including increasing the number and type of housing available and allowing reconstruction of homes burned by wildfires.” Such a prohibition would disallow new development but would also disallow redevelopment and improvement projects on sites already developed in the VHFHSZ, WUI, and SRA. Such a prohibition would likely require the use of eminent domain. As described in the Draft EIR, such an alternative is infeasible and impractical; therefore, this alternative was rejected.

### 5.4.2 ALTERNATIVES ANALYZED

**The heading for** Section 5.4.1 on page 5-4 of the Draft EIR is hereby amended as follows:

#### 5.4.13 ASSUMPTIONS AND METHODOLOGY

**Footnote b in Table 5-1 on page 5-4 of the Draft EIR is hereby amended as follows:**

b. Includes housing development required to achieve the City’s 2023-2031 Regional Housing Needs Allocation, plus a buffer. See Table 5-3, *2030 Development Projections Under the No Project Alternative*. 2040 buildout under the No Project Alternative ~~have~~ has not been calculated, as the City’s existing General Plan has a horizon year of 2030 that would have to be updated to extend the buildout horizon past 2030. Overall, development under the current General Plan, as considered in the No Project Alternative, would be expected to be lower than the buildout analyzed for the proposed General Plan 2040.

**The heading for** Section 5.4.2 on page 5-4 of the Draft EIR is hereby amended as follows:

#### 5.4.24 SUMMARY OF ALTERNATIVES EVALUATION

**The second paragraph under Section 5.6.1 on page 5-18 of the Draft EIR is hereby amended as follows:**

As described in Chapter 4.11, *Noise*, buildout under the proposed project based on modeling conducted for this EIR shows an increase above acceptable levels over existing conditions along one roadway segment. The Reduced Traffic Noise Alternative would involve enhanced transportation demand management (TDM) measures to reduce vehicle travel to a greater extent than under the proposed project. Specifically, it is assumed that this alternative would involve a new TDM program applicable to new development as well as existing residences, employees, and businesses, and may require individual developers to participate in a City-established TDM program focused on reducing vehicle trips. ~~New TDM requirements may include a combination of the following, or similar, measures for employees and residents:~~

- ~~■ Transit passes and subsidies~~
- ~~■ E-bike subsidies~~
- ~~■ Ride-sharing subsidies~~
- ~~■ Free bicycles~~



## CHAPTER 6 CEQA-REQUIRED ASSESSMENT CONCLUSIONS

The second bullet point under the “Noise” subheading on page 6-2 of the Draft EIR is hereby amended as follows:

- **Impact NOISE-64:** Buildout under the proposed project is anticipated to result in unacceptable cumulative traffic noise within the EIR Study Area.

## APPENDICES

Appendix B, *Projects Included in Buildout Projections*, of the Draft EIR is hereby replaced with the version appended to this Final EIR titled Appendix B, *REVISED Projects Included in Buildout Projections*.

## REVISIONS TO THE DRAFT EIR

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## 4. List of Commenters

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Comments on the Draft Environmental Impact Report (EIR) were received from the following agencies, organizations, and individuals. Letters are arranged by category, name, and date received. Each comment letter has been assigned a number, as indicated below. These letters are included in and responded to in Table 5-1, Responses to Comments Received on the Draft EIR, in Chapter 5, Response to Comments, of this Final EIR. Comments are presented in their original format in Appendix G, Comments Received on the Draft EIR, along with annotations that identify each individual comment number.

### 4.1 GOVERNMENTAL AGENCIES

- GOV1 California Geological Survey, Brian Olson, September 21, 2023
- GOV2 California Department of Transportation, Yunsheng Luo, September 25, 2023

### 4.2 NON-GOVERNMENTAL ORGANIZATIONS AND PRIVATE COMPANIES

- ORG1 San Mateo Heritage Alliance, September 25, 2023
- ORG2 Hillsdale Shopping Center, David Bohannon, September 25, 2023
- ORG3 San Mateo Heritage Alliance, Laurie Hietter, November 1, 2023

### 4.3 MEMBERS OF THE PUBLIC

- PUB1 Rowan Paul, August 17, 2023
- PUB2 Frances Souza, August 17, 2023
- PUB3 Jerry Davis, September 11, 2023
- PUB4 Francie Souza, September 11, 2023
- PUB5 David Light, September 12, 2023
- PUB6 Laurie Watanuki, September 12, 2023
- PUB7 Michael Weinbauer, September 12, 2023
- PUB8 Lisa Taner, September 18, 2023
- PUB9 Keith Weber, September 19, 2023
- PUB10 Lisa Maley, September 22, 2023
- PUB11 Erika Gomez, September 23, 2023
- PUB12 Rowan Paul, September 23, 2023
- PUB13 Evan Powell, September 23, 2023
- PUB14 Chris and Wayne Rango, September 24, 2023

## LIST OF COMMENTERS

PUB15 Dave Santos, September 24, 2023  
PUB16 Karen Herrel, September 25, 2023  
PUB17 Maxine Turner, September 25, 2023  
PUB18 Naomi Ture, September 25, 2023  
PUB19 Naomi Ture, September 25, 2023  
PUB20 Mavridis, October 1, 2023  
PUB21 Meg Spicer, October 8, 2023  
PUB22 No Name, October 9, 2023  
PUB23 Lisa Maley, October 12, 2023

## 4.4 PUBLIC HEARING ORAL COMMENTS

PH1 Public Comments at San Mateo Planning Commission, September 12, 2023

## 5. Response to Comments

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This chapter includes a reproduction of, and responses to, each comment letter received during the public review period on the Draft Environmental Impact Report (EIR). Comments are presented in their original format in Appendix G, *Comments Received on the Draft EIR*, along with annotations that identify each individual comment number.

Responses to comments are provided in this chapter alongside the text of each corresponding comment. Letters are categorized by:

- Governmental Agencies
- Organizations
- Members of the Public
- Public Hearing Oral Comments

Letters are arranged by category, date received, and name. Where the same comment has been made more than once, a response may direct the reader to another numbered comment and response, and/or to a master response (described in Section 5.1, Master Responses). Where a response requires revisions to the Draft EIR, these revisions are shown in Chapter 3, *Revisions to the Draft EIR*, of this Final EIR. Table 5-1, *Responses to Comments Received on the Draft EIR*, presents comments received on the Draft EIR and responses to each of those comments. Exhibits referenced in responses to comments are included in the commenter's original comment letter and are included in Appendix G, *Comments Received on the Draft EIR*, of this Final EIR.

All comments included in this document are formally acknowledged for the record and will be forwarded to the decision-making bodies as part of this Final EIR for their consideration in reviewing the project.

### 5.1 MASTER RESPONSES

Certain topics raised by commenters require a lengthy response, and certain topics addressed in this Final EIR require a detailed explanation. In addition, certain topics were raised repeatedly, albeit in slightly different forms, in comments on the Draft EIR. To minimize duplication in responses and to provide a more comprehensive discussion, "master responses" have been prepared for some of these issues. Responses to individual comments reference these master responses as appropriate. A particular master response may provide more information than requested by any individual comment. Conversely, the master response may not provide a complete response to a given comment, and additional information may be contained in the individual response to that comment. Master responses in this Final EIR address the following issues:

1. Standards for Responses to Comments
2. Roadway Classifications
3. Lower Growth Alternative

## RESPONSE TO COMMENTS

### MASTER RESPONSE 1: STANDARDS FOR RESPONSES TO COMMENTS

#### PROJECT MERITS

Often during review of an EIR, the public raises issues that relate to qualities of the project itself or the project's community consequences or benefits, personal wellbeing and quality of life, and economic or financial issues (referred to here as "project merits"), rather than the environmental analyses or impacts and mitigations raised in the EIR. However, consistent with the California Environmental Quality Act (CEQA) Guidelines Section 15131, *Economic and Social Effects*, the Draft EIR is not meant to address these project merits; rather, the purpose of CEQA and the Draft EIR is to fully analyze and mitigate the project's potentially significant physical impacts on the environment to the extent feasible.

In accordance with CEQA Guidelines Section 15088, *Evaluation of and Response to Comments*, and Section 15132, *Contents of Final Environmental Impact Report*, a Final EIR must include a response to comments on the Draft EIR pertaining to environmental issues analyzed under CEQA. Several of the comments provided in response to the Draft EIR express an opinion for or against the proposed project, but do not address the adequacy of the analysis or conclusions in the Draft EIR. Rather, these opinions relate to the merits of the project.

Lead agency review of environmental issues and project merits are both important in the decision of what action to take on a project, and both are considered in the decision-making process for a project. However, as part of the environmental review process, a lead agency is only required by CEQA to respond to environmental issues that are raised. The City will hold public hearings to consider action on the merits of the proposed project for adoption. The City will consider both the EIR and project merit issues that have been raised prior to any action to adopt the proposed project.

CEQA Guidelines Section 15204(a), *Focus of Review*, provides direction for parties reviewing and providing comment on a Draft EIR, as follows:

In reviewing draft EIRs, persons and public agencies should focus on the sufficiency of the document in identifying and analyzing the possible impacts on the environment and ways in which the significant effects of the project might be avoided or mitigated. Comments are most helpful when they suggest additional specific alternatives or mitigation measures that would provide better ways to avoid or mitigate the significant environmental effects. At the same time, reviewers should be aware that the adequacy of an EIR is determined in terms of what is reasonably feasible, in light of factors such as the magnitude of the project at issue, the severity of its likely environmental impacts, and the geographic scope of the project. CEQA does not require a lead agency to conduct every test or perform all research, study, and experimentation recommended or demanded by commenters. When responding to comments, lead agencies need only respond to significant environmental issues and do not need to provide all information requested by reviewers, as long as a good faith effort at full disclosure is made in the EIR.

Therefore, in accordance with CEQA Guidelines Section 15204(a), the City is not required to respond to comments that express an opinion about the project merits, but do not relate to environmental issues covered in the Draft EIR. Although such opinions and comments on the project merits received as part of the EIR process do not require responses in the EIR, as previously noted, they do provide important

## RESPONSE TO COMMENTS

input to the process of reviewing the project overall. Therefore, merits and opinion-based comment letters are included in the EIR to be available for consideration by the City's decision makers at the merits stage of the project. City decision makers may consider these letters and issues as part of their deliberations on the merits of the project and whether to adopt, modify, or disapprove the project.

## SPECULATION WITHOUT SUBSTANTIAL EVIDENCE

Some commenters assert or request that impacts should be considered significant but fail to provide substantial evidence in support of their assertion. Predicting the project's physical impacts on the environment without substantial evidence based on facts to support the analysis would require a level of speculation that is inappropriate for an EIR.

CEQA Section 21082.2(a), *Significant Effect on Environment; Determination; Environmental Impact Report Preparation*, requires that the lead agency "shall determine whether a project may have a significant effect on the environment based on substantial evidence in light of the whole record." CEQA Guidelines Section 15384(a), *Substantial Evidence*, clarifies that "'substantial evidence'... means enough relevant information and reasonable inferences from this information that a fair argument can be made to support a conclusion, even though other conclusions might also be reached. Whether a fair argument can be made that the project may have a significant effect on the environment is to be determined by examining the whole record before the lead agency. Argument, speculation, unsubstantiated opinion or narrative evidence which is clearly erroneous or inaccurate, or evidence of social or economic impacts which do not contribute to or are not caused by physical impacts on the environment, does not constitute substantial evidence." CEQA Guidelines Section 15384(b) goes on to state that "substantial evidence shall include facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts." Where there are no facts available to substantiate a commenter's assertion that the physical environment could ultimately be significantly impacted as a result of the project, the City, acting as the lead agency, is not required to analyze that effect, nor to mitigate for that effect. Section 15204(c) of the CEQA Guidelines advises reviewers that comments should be accompanied by factual support:

Reviewers should explain the basis for their comments, and should submit data or references offering facts, reasonable assumptions based on facts, or expert opinion supported by facts in support of the comments. Pursuant to Section 15064, an effect shall not be considered significant in the absence of substantial evidence.

Under CEQA, the decision as to whether an environmental effect should be considered significant is reserved for the discretion of the lead agency based on substantial evidence in the record as a whole. The analysis of the Draft EIR is based on scientific and factual data, which has been reviewed by the lead agency and reflects its independent judgment and conclusions. CEQA permits disagreements of opinion with respect to environmental issues addressed in an EIR. As Section 15151, *Standards for Adequacy of an EIR*, of the CEQA Guidelines states, even "[d]isagreement among experts does not make an EIR inadequate, but the EIR should summarize the main points of disagreement among experts."

CEQA Guidelines Section 15145, *Speculation*, provides that:

If, after thorough investigation, a lead agency finds that a particular impact is too speculative for evaluation, the agency should note its conclusion and terminate discussion of the impact.



## RESPONSE TO COMMENTS

### ADDITIONAL ANALYSIS

During the review period for the Draft EIR, members of the public submitted comments that requested additional analysis, mitigation measures, or revisions that are not provided in this Final EIR for reasons more specifically addressed in the individual comments. As described previously, Section 15204(a) of the CEQA Guidelines provides that CEQA does not require a lead agency to conduct every test or perform all research, study, and experimentation recommended or demanded by commenters.

Section 15003 of the CEQA Guidelines, *Policies*, also explains the emphasis of CEQA on good-faith efforts at full disclosure rather than technical perfection:

(i) CEQA does not require technical perfection in an EIR, but rather adequacy, completeness, and a good-faith effort at full disclosure. A court does not pass upon the correctness of an EIR's environmental conclusions, but only determines if the EIR is sufficient as an informational document. (*Kings County Farm Bureau v. City of Hanford* (1990) 221 Cal.App.3d 692).

(j) CEQA requires that decisions be informed and balanced. It must not be subverted into an instrument for the oppression and delay of social, economic, or recreational development or advancement. (*Laurel Heights Improvement Assoc. v. Regents of U.C.* (1993) 6 Cal.4th 1112 and *Citizens of Goleta Valley v. Board of Supervisors* (1990) 52 Cal.3d 553).

Sections 15204(a) and 15003 reflect judicial interpretation of CEQA. Under CEQA, lead agencies need only respond to significant environmental issues, and do not need to provide all information requested by reviewers, so long as a good-faith effort at full disclosure is made in the EIR.

### MASTER RESPONSE 2: ROADWAY CLASSIFICATIONS

Multiple comments expressed concerns regarding roadway classifications, specifically regarding Figure 4.15-1, *Proposed Street Classification*, in Chapter 4.15, *Transportation*, of the Draft EIR, which shows 5th Avenue and 9th Avenue classified as arterials.

The City is not proposing any changes to roadway classifications as part of the General Plan Update, and the street classifications mapped in the figure are determined by Caltrans, not the City. Therefore, Figure 4.15-1 has been retitled as *Existing Street Classification*, as shown in Chapter 3, *Revisions to the Draft EIR*, of this Final EIR. Whereas the version of Figure 4.15-1 that appeared in the Draft EIR included four classifications (freeway, arterial, collector, and local), the revised map included in this Final EIR includes five classifications that currently exist within the city (freeway or expressway, principal arterial, minor arterial, major collector, and local). Chapter 3 of this Final EIR also provides revisions to Chapter 4.15 of the Draft EIR regarding the definitions and traffic volumes for these classifications. As shown on the revised version of Figure 4.15-1 in Chapter 3 of this Final EIR, 5th Avenue and 9th Avenue are mapped as minor arterials, which carry annual average daily traffic volumes between 3,000 and 14,000 trips.

Comments also expressed concerns regarding traffic calming and questioned whether roadway classifications conflict with desired traffic-calming improvements for certain roadways. Following the publication of the Draft EIR and Draft General Plan 2040, a new action has been added to the proposed General Plan to explore whether traffic calming should be provided on neighborhood streets designated as minor arterials and collectors:

## RESPONSE TO COMMENTS

**Action C 6.9 Neighborhood Traffic Management Program.** Evaluate whether updates are needed to the City’s Neighborhood Traffic Management Program to determine if the program should be expanded to include collectors and minor arterials.

Further, an additional action has been added to the proposed General Plan based on the City’s intention for its Complete Streets Plan to be used for roadway classifications within the city:

**Action C 6.13 Street Classification Update.** Request that Caltrans and the Federal Highway Administration update their functional roadway classifications based on the roadway network framework that will be defined by the Complete Streets Plan.

## MASTER RESPONSE 3: LOWER GROWTH ALTERNATIVE

Several comments expressed concerns regarding the buildout projections for the proposed project and requested that the EIR include an analysis of a lower growth or “moderate growth” alternative. Some comments also state that, without such an alternative, the EIR fails to evaluate a reasonable range of alternatives to the proposed project. Further, some comments state that lower growth alternatives would lessen the significant impacts of the proposed project. As described in detail below, lower growth alternatives (apart from the No Project Alternative) were considered by the City but were rejected from detailed consideration in the Draft EIR because they would not meet the project objectives and would not reduce the project’s significant impacts.

Section 15126.6(a) of the CEQA Guidelines states, “An EIR need not consider every conceivable alternative to a project. Rather, it must consider a reasonable range of potentially feasible alternatives that will foster informed decision making and public participation. An EIR is not required to consider alternatives which are infeasible.” Section 15126.6(c) of the CEQA Guidelines states, “The range of potential alternatives to the proposed project shall include those that could feasibly accomplish most of the basic objectives of the project and could avoid or substantially lessen one or more of the significant effects. The EIR should briefly describe the rationale for selecting the alternatives to be discussed. The EIR should also identify any alternatives that were considered by the lead agency but were rejected as infeasible during the scoping process and briefly explain the reasons underlying the lead agency’s determination. Additional information explaining the choice of alternatives may be included in the administrative record. Among the factors that may be used to eliminate alternatives from detailed consideration in an EIR are: (i) failure to meet most of the basic project objectives, (ii) infeasibility, or (iii) inability to avoid significant environmental impacts.” As shown in Chapter 3, *Revisions to the Draft EIR*, of this Final EIR, lower growth alternatives were considered by the City but rejected from detailed analysis.

The lower growth alternatives considered by the City were developed by the City as part of the planning process for the proposed project. Chapter 3, *Project Description*, of the Draft EIR describes the planning process that led to the development of General Plan 2040, and explains that from 2019 to 2022, community members and the City Council developed and evaluated three scenarios for the General Plan. As stated on pages 3-7 to 3-8 of the Draft EIR, the Alternatives Evaluation Report published in January 2022 began the community engagement process to choose a preferred scenario for land use and circulation based on the relative benefits, trade-offs, potential impacts, and desired mix of growth and development of each alternative. This process led to the selection of the preferred scenario, which was created by mixing and matching different combinations of housing and commercial development in

## RESPONSE TO COMMENTS

each Study Area for General Plan 2040. The resulting preferred scenario, selected by the City Council, based on community input, is the proposed project evaluated in this EIR and its buildout projections and project objectives are described in Chapter 3, *Project Description*, of the Draft EIR. Two lower growth scenarios (referred to as Alternatives A and B in the Alternatives Evaluation Report) were considered and evaluated as part of this planning process. Alternative A allowed for the smallest increase in residential densities and the lowest amount of new residential development; the Alternatives Evaluation Report concluded that it was unlikely to meet future State housing requirements. Alternative B would most likely be able to fulfill future State-mandated housing targets, but would have a smaller housing buffer compared to Alternative C. Based on the conclusions of the Alternatives Evaluation Report, both Alternatives A and B would be less likely than the proposed project to meet the project objective of identifying sufficient residential land to meet both current and future housing needs for people at all income levels. In addition, the lower residential densities would result in less concentrated growth and fewer residents within close proximity to transit, which would increase the City's per-capita vehicle miles traveled (VMT) (for both residents and workers) when compared to the proposed project.

The lower growth scenarios would reduce overall VMT, which could decrease the significant and unavoidable traffic noise impact identified for the proposed project; however, because these scenarios would increase VMT per capita, they would increase the project's transportation impact. In addition, the lower growth scenarios could prevent the City's ability to meet future State housing requirements, which would render these alternatives infeasible. Lastly, these scenarios were considered for their ability to reduce the proposed project's significant and unavoidable air quality impacts. The proposed project's air quality impacts are a result of the programmatic nature of the analysis in the EIR; the application of significance thresholds used by the Bay Area Air Quality Management District (BAAQMD); and the magnitude of development due to the proposed project being a long-term, citywide plan. These impacts could not be avoided by a lower growth alternative that still allows enough development for the city to meet current and future housing needs. Therefore, the lower growth alternatives were considered but rejected.

However, the Draft EIR does analyze the No Project Alternative, under which the current General Plan 2030 would remain in place, which represents an alternative with a lower amount of growth than the proposed project. Some comments incorrectly indicate that the No Project Alternative represents a "no growth" alternative. Under the No Project Alternative, the City's existing General Plan would remain in place and future growth would be able to occur under existing land use designations and policies. Rather than representing a zero-growth scenario, as shown in Table 5-1, *Development Projections for the Proposed Project and Project Alternatives*, the No Project Alternative is expected to result in 53,704 total housing units by 2030, an increase of 9,934 units when compared to baseline conditions of 43,770 existing housing units, and 65,300 jobs by 2030, an increase of 2,900 jobs compared to baseline conditions of 62,400 jobs. As stated on page 5-4 of the Draft EIR, "2040 buildout under the No Project Alternative [has] not been calculated, as the City's existing General Plan has a horizon year of 2030 that would have to be updated to extend the buildout horizon past 2030. Overall, development under the current General Plan, as considered in the No Project Alternative, would be expected to be lower than the buildout analyzed for the proposed General Plan 2040." While buildout for 2040 under the existing General Plan has not been calculated, it can reasonably be expected to be between the 2030 levels described above and the 2040 buildout analyzed for the proposed project.

## RESPONSE TO COMMENTS

During the public review period for Draft General Plan 2040 and the Draft EIR, the City Council directed changes to the proposed land use designations in the proposed General Plan, including removal of the proposed Residential High II and Mixed-Use High II land use designations, reducing the proposed height limits and intensities for the Office land use designations, and reducing the proposed heights and densities along some study area edges to support transitions between high and low density areas. These changes to the proposed land use map have the effect of reducing the total residential and commercial buildout potential allowed under the proposed General Plan when compared to the proposed project analyzed in this EIR. Buildout with these changes to the land use map is expected to result in approximately:

- 19,760 net new housing units by 2040, compared to 21,410 under the proposed project;
- 15,000 net new jobs by 2040, compared to 16,920 under the proposed project; and
- 3,186,000 square feet of net new non-residential floor area, compared to 4,325,000 square feet under the proposed project.

The reduction in residential and non-residential development capacity does not affect the impact conclusions in this EIR as it does not increase the severity of any impacts identified in the EIR, generate any new impacts, or create the need for any new mitigation measures or project alternatives. Therefore, the reduced buildout does not require recirculation of the Draft EIR because it does not constitute “significant new information” under Section 15088.5 of the CEQA Guidelines. The analysis in this EIR remains based on the buildout projections presented in Chapter 3, *Project Description*, of the Draft EIR. As such, this EIR sets a conservative maximum envelope analyzed for proposed General Plan 2040.

## 5.2 COMMENTS AND RESPONSES

Table 5-1 presents comments received on the Draft EIR and responses to each of those comments. Letters are arranged by date received. Where the same comment has been made more than once, a response may direct the reader to another numbered comment and response. Where a response requires revisions to the Draft EIR, these revisions are shown in Chapter 1, *Executive Summary*, and Chapter 3, *Revisions to the Draft EIR*, of this Final EIR.

Comments are presented in their original format in Appendix G, *Comments Received on the Draft EIR*, along with annotations that identify each individual comment number. Table 5-1 includes figures and tables included in the comment letters at a reduced image resolution. To view the images at full resolution, please refer to the original comment letters in Appendix G.

## RESPONSE TO COMMENTS

**TABLE 5-1 RESPONSES TO COMMENTS RECEIVED ON THE DRAFT EIR**

Comment #	Comment	Response
<b>Governmental Agencies</b>		
<b>GOV1</b>	<b>9/1/2023</b>	<b>Brian Olson, California Geological Survey</b>
GOV1-1	Thank you for providing the City's Draft EIR for the 2040 General Plan for our review. This email conveys the following recommendations from CGS concerning geologic issues within the General Plan documents:	The comment serves as an introduction to the comments that follow. Please see Responses GOV1-2 through GOV1-8.
GOV1-2	1. Liquefaction and Landside Hazards The Draft EIR discusses liquefaction and landsliding as potential hazards and provides a map of "Liquefaction Potential" and "Slope Failure Potential" based on the ABAG Hazard Viewer Map (Figure 4.6-4). CGS notes the slope failure potential depicted in Figure 4.6-4 represents "rainfall induced" landsliding, not "earthquake-induced" landsliding, which is a related, but unique seismic hazard. The City should consider providing an additional discussion of this hazard.	The comment asserts that the liquefaction and slope failure potential map in the Draft EIR is based on the Association of Bay Area Governments (ABAG) Hazard Viewer Map and represents rainfall-induced landslides and not earthquake-induced landslides. The information represented in Figure 4.6-4, <i>Seismic Hazard Zones</i> , in Chapter 4.6, <i>Geology and Soils</i> , of the Draft EIR was provided by the City of San Mateo, not ABAG, and represents both rainfall- and earthquake-induced landslides.
GOV1-3	The City should supplement these sections with a discussion of official CGS Earthquake Zones of Required Investigation (EZRI) for both liquefaction and earthquake-induced landslides, and consider providing a map of these official zones, which are more extensive than those provided by ABAG	The comment requests supplemental information based on the official California Geological Survey (CGS) Earthquake Zones of Required Investigation for liquefaction and earthquake-induced landslides rather than ABAG. As shown in Chapter 3, <i>Revisions to the Draft EIR</i> , of this Final EIR, Chapter 4.6, <i>Geology and Soils</i> , of the Draft EIR has been revised to include a discussion on the Earthquake Zones of Required Investigation, as well as the new Figure 4.6-5, <i>Earthquake Zones of Required Investigation</i> .
GOV1-4	CGS maps and data are available here: <a href="https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-programliquefaction-zones-1/about">https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-programliquefaction-zones-1/about</a> <a href="https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-programlandslide-zones-doc-hosted/about">https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-programlandslide-zones-doc-hosted/about</a>	The comment provides sources for CGS maps and data. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no response is warranted.

RESPONSE TO COMMENTS

Comment #	Comment	Response
GOV1-5	<p><a href="https://maps.conservation.ca.gov/cgs/informationwarehouse/index.html?map=regulatorymaps">https://maps.conservation.ca.gov/cgs/informationwarehouse/index.html?map=regulatorymaps</a>  <a href="https://maps.conservation.ca.gov/cgs/EQZApp/app/">https://maps.conservation.ca.gov/cgs/EQZApp/app/</a>.            Cities and counties affected by EZRI must regulate certain development projects within them. The Seismic Hazards Mapping Act (1990) also requires sellers of real property (and their agents) within a mapped hazard zone to disclose at the time of sale that the property lies within such a zone.</p>	<p>The comment provides information on the Seismic Hazards Mapping Act. The Seismic Hazards Mapping Act is described in Chapter 4.6, <i>Geology and Soils</i>, page 4.6-2, of the Draft EIR. Future development under the proposed project within seismic hazard zones would be required to comply with federal and state regulations, including the requirement for a geotechnical report defining and delineating any seismic hazard prior to project approval and disclosure at the time of sale that the property lies within such a zone. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
GOV1-6	<p>2. Radon Hazards            The Draft EIR does not address indoor radon gas hazards; however, part of the City is within an area mapped by CGS with "High Radon Potential".</p>	<p>CEQA requires the analysis of the impacts of the proposed project on the environment; therefore, the impact of existing radon potential to future development is not within the purview of the CEQA. Nevertheless, pursuant to the California Civil Code, sellers of real property containing up to four residential units are required to complete a disclosure form indicating the presence of all environmental hazards, including radon gas, formaldehyde, and mold, that are known to the seller. Potential future development under the proposed project would be required to comply with the National Indoor Radon Abatement Act and the California Health and Safety Code to meet the standard of less than 4 picocuries/liter (pCi/L) of radon in air.</p>
GOV1-7	<p>The City should provide a discussion of both the health hazards and geologic sources of radon gas, and consider including a map of CGS radon potential zones within the proposed project from CGS Special Report 226, entitled "Radon Potential in San Mateo County, California".</p>	<p>Please see Response GOV1-6 regarding radon hazards.</p>
GOV1-8	<p>CGS maps and data are available here:  <a href="https://maps.conservation.ca.gov/cgs/radon/app/">https://maps.conservation.ca.gov/cgs/radon/app/</a></p>	<p>The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<a href="https://gis.data.ca.gov/datasets/cadoc::cgs-mineral-hazards-indoor-radon-potential-zones/about">https://gis.data.ca.gov/datasets/cadoc::cgs-mineral-hazards-indoor-radon-potential-zones/about</a> <a href="https://www.conservation.ca.gov/cgs/minerals/mineral-hazards/radon">https://www.conservation.ca.gov/cgs/minerals/mineral-hazards/radon</a>	
<b>GOV2</b>	<b>9/25/2023</b>	<b>Yunsheng Luo, California Department of Transportation (Caltrans)</b>
GOV2-1	Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the Strive San Mateo General Plan 2040 and Climate Plan Update. We are committed to ensuring that impacts to the State's multimodal transportation system and to our natural environment are identified and mitigated to support a safe, sustainable, integrated and efficient transportation system. The Local Development Review (LDR) Program reviews land use projects and plans to ensure consistency with our mission and state planning priorities. The following comments are based on our review of the August 2023 DEIR.	The comment serves as an introduction to the comments that follow. Please see Responses GOV2-2 through GOV2-11.
GOV2-2	<b>Project Understanding</b> The proposed project would build off the existing General Plan 2030 to provide a framework for land use, transportation, conservation decisions through the horizon year of 2040. It would also update the buildout projects used in the City's Climate Action Plan to be consistent with the updated General Plan 2040.	The comment correctly summarizes the proposed project. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
GOV2-3	<b>Travel Demand Analysis</b> With the enactment of Senate Bill (SB) 743, Caltrans is focused on maximizing efficient development patterns, innovative travel demand reduction strategies, and multimodal improvements. For more information on how Caltrans assesses Transportation Impact Studies, please review Caltrans' Transportation Impact Study Guide (link).	The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
GOV2-4	The project's Vehicle Miles Traveled (VMT) analysis and significance determination are undertaken in a manner consistent with the Office of Planning and Research's (OPR) Technical Advisory and the City's Transportation Impact	The comment endorses the methodology utilized in the Draft EIR for VMT analysis and supports the conclusions and adequacy of the analysis; therefore, no further response is warranted.



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Comment #	Comment	Response
GOV2-5	<p>Analysis guidelines. Per the VMT analysis in the DEIR, this project is found to have a less than significant VMT impact, therefore working towards meeting the State's VMT reduction goals.</p> <p>Page 4.15-16, "the proposed project is generally consistent with and would not obstruct the transit-related goals and policies in Plan Bay Area as it supports transit facilities and transit-oriented development". Please consider strengthening the language as the General Plan Update could be reinforced with stronger language to advance the stated transportation goals of Plan Bay Area and the State.</p>	<p>The comment requests strengthening the General Plan language to advance the stated transportation goals of Plan Bay Area and the State. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
GOV2-6	<p>Caltrans encourages policies and programs related to land use and circulation that increase density, improve regional accessibility, and reduce VMT. The City may also consider the following strategies to reduce VMT, in addition to the priority strategies identified in Table 4.7-3:</p> <ul style="list-style-type: none"> <li>- Real-time transit information system</li> <li>- Transit subsidies</li> <li>- Unbundled parking requirement from housing developments</li> </ul> <p>For additional TDM options, please refer to the Federal Highway Administration's Integrating Demand Management into the Transportation Planning Process: A Desk Reference, Chapter 8 (link).</p>	<p>The recommended strategies are noted and are implemented by some projects as TDM measures. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
GOV2-7	<p><b>Multimodal Transportation Planning</b></p> <p>Please review and include the reference to the Caltrans District 4 Pedestrian Plan (2021) and the Caltrans District 4 Bike Plan (2018) in the DEIR. These two plans studied existing conditions for walking and biking along and across the State Transportation Network (STN) in the nine-county Bay Area and developed a list of location-based and prioritized needs.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.15, <i>Transportation</i>, of the Draft EIR has been revised to include discussion on the Caltrans District 4 Pedestrian and Bike Plans.</p>
GOV2-8	<p>Please note that any Complete Streets reference should be updated to reflect Caltrans Director's Policy 37 (link) that highlights the importance of addressing the needs of non-</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.15, <i>Transportation</i>, of the Draft EIR has been revised to reflect the updated Caltrans Director's Policy 37.</p>

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Comment #	Comment	Response
GOV2-9	<p>motorists and prioritizing space-efficient forms of mobility, while also facilitating goods movement in a manner with the least environmental and social impacts. This supersedes Deputy Directive 64-R1, and further builds upon its goals of focusing on the movement of people and goods.</p> <p><b>Integrated Transportation and Land Use Planning</b> Please review and include the reference to the current California Transportation Plan (CTP) in the DEIR.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.15, <i>Transportation</i>, of the Draft EIR has been revised to include discussion on the California Transportation Plan.</p>
GOV2-10	<p>CTP 2050 envisions that the majority of new housing located near existing housing, jobs, and transit, and in close proximity to one another will reduce vehicle travel and greenhouse gas emissions, and be accessible and affordable for all Californians, including disadvantaged and low-income communities. The location, density, and affordability of future housing will dictate much of our future travel patterns, and our ability to achieve the vision outlined in CTP 2050. Caltrans encourages the City to consider and explore the potential of excess state-owned property for affordable housing development, per Executive Order N-06-19.</p> <p><b>Equitable Access</b> If any Caltrans facilities are impacted by the project, those facilities must meet American Disabilities Act (ADA) Standards after project completion. As well, the project must maintain bicycle and pedestrian access during construction. These access considerations support Caltrans' equity mission to provide a safe, sustainable, and equitable transportation network for all users.</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
GOV2-11	<p>Thank you again for including Caltrans in the environmental review process. Should you have any questions regarding this letter, please contact Marley Mathews, Transportation Planner, via LDR-D4@dot.ca.gov.</p> <p>For future early coordination opportunities or project referrals, please contact LDR-D4@dot.ca.gov.</p>	<p>The comment serves as a conclusion to the preceding comments. Please see Responses GOV2-2 through GOV2-10.</p>

RESPONSE TO COMMENTS

Comment #	Comment	Response
<b>Organizations</b>		
<b>ORG1</b>	<b>9/5/2023</b>	<b>San Mateo Heritage Alliance</b>
ORG1-1	<p>Congratulations on completing the Draft EIR for the San Mateo Draft 2040 General Plan. It is a well written, visually appealing document.</p> <p>The San Mateo Heritage Alliance appreciates that you have incorporated many of our comments on the General Plan policies to identify historic resources more broadly in San Mateo and use more appropriate terminology for the definition of historic resources.</p> <p>The Draft EIR Cultural Resources section, however, is incomplete. The section is therefore inadequate and must be revised and recirculated for public comment for these substantial reasons:</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses ORG1-2 through ORG1-20.</p>
ORG1-2	<p>1. 4.4.1.2, Existing Conditions section is missing a description of at least two National Register of Historic Places eligible historic districts—Baywood and Yoshiko Yamanouchi House.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.4, <i>Cultural Resources</i>, of the Draft EIR has been revised to discuss the status of the requests to list the Baywood District and Yoshiko Yamanouchi House in the National Register with the State Office of Historic Preservation (OHP). As shown in Chapter 3 of this Final EIR, in late 2023 the Yoshika Yamanouchi House was added to the National and California Registers.</p>
ORG1-3	<p>2. The impact discussion is missing an analysis of the project effects on historic districts.</p>	<p>The proposed project's impact on historic resources is discussed in impact discussion CULT-1, in Chapter 4.4, <i>Cultural Resources</i>, of the Draft EIR, which concludes that the proposed project would not cause substantial adverse change in the significance of a historical resource. As detailed in Chapter 4.4, page 4.4-10, of the Draft EIR, the types of cultural resources that meet the definition of historical resources under CEQA Guidelines Section 15064.5 generally consist of districts, sites, buildings, structures, and objects that are significant for their traditional, cultural, and/or historical associations.</p>

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Comment #	Comment	Response
ORG1-4	3. The impact conclusion is not supported by the impact analysis.	The comment is noted. The commenter does not explain why, in the opinion of the commenter, the impact conclusion of the Draft EIR is not supported by the impact analysis. Therefore, a more detailed response cannot be provided.
ORG1-5	4. General Plan policies are not reliable mitigation measures to avoid or reduce the significant adverse impacts that may be caused by the project. The City of San Mateo has failed to comply with its General Plan policies regarding historic resources for the past 25+ years.	The comment is noted. The commenter does not explain why, in the opinion of the commenter, the City has a history of noncompliance with General Plan policies. Regarding the commenter's statement that General Plan policies are not reliable mitigation measures, pursuant to CEQA Guidelines Section 15097(b), General Plan policies can be considered mitigation measures and the annual report on general plan status, required pursuant to the Government Code, is considered a reporting program for adoption of a general plan.
ORG1-6	5. CEQA is not a reliable mitigation measure for the significant adverse impacts that may be caused by the project. The City of San Mateo's compliance with CEQA has been selective, and most often used to justify demolition and not protection of historic resources.	The opinion of the commenter is noted. Pursuant to CEQA Section 21080(d) and CEQA Guidelines Section 15063, the City determined that the proposed project could result in potentially significant environmental impacts and that a program EIR would be required. Once the program EIR has been certified, subsequent activities within the program must be evaluated to determine whether additional CEQA review is needed. Pursuant to CEQA Guidelines Section 15168(c) and CEQA streamlining provisions, when a program EIR is relied on for a subsequent activity, the lead agency must incorporate feasible mitigation measures and alternatives developed in the program EIR into the subsequent activities. CEQA Section 21081.6 requires that the lead agency adopt a Mitigation Monitoring and Reporting Program (MMRP) for any project for which it has made findings pursuant to CEQA Section 21081. Such a program is intended to ensure the implementation of all mitigation measures adopted through the preparation of an EIR. The MMRP for the proposed project is included as Appendix H, <i>Mitigation Monitoring and Reporting Program</i> , of this Final EIR.

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Comment #	Comment	Response
ORG1-7	<p>We offer the following comments on the Draft EIR.</p> <p><b>4.4 Cultural Resources</b>  <b>4.4.1.2 Existing Conditions</b>  <b>p. 4.4-9, para. 2:</b> The existing conditions section is not complete because it does not include two documented historic districts:</p> <ol style="list-style-type: none"> <li>1. The Baywood Historic District is bounded by Alameda de las Pulgas, Crystal Springs Road, Eaton Road, Virginia Avenue, Edinburgh Street, and Notre Dame.</li> <li>2. The Yoshiko Yamanouchi House Historic District is at 1007 East 5th Avenue.</li> </ol> <p>The City received the Baywood Historic Asset Analysis (Brandi 2022) in April 2022. This report identifies the historic context of the Baywood neighborhood, the boundary of the Baywood Historic District, and the criteria under which the Historic District is eligible for the National Register of Historic Places. This report should be referenced in the EIR.</p>	<p>Furthermore, the proposed project includes General Plan policies and actions that would serve to protect historic resources. Proposed General Plan Policy CD 5.2, <i>Historic Preservation</i>, encourages the identification and preservation of historic resources. Proposed Policy CD 5.7, <i>Demolition Alternatives</i>, would require an applicant to submit alternatives to preserve a historic resource as part of any planning application that proposed full demolition. Proposed Action CD 5.8, <i>Historic Preservation Ordinance</i>, requires an update to the City's Historic Preservation Ordinance and proposed Action CD 5.12, <i>Historic Resources Design Standards</i>, would create objective design standards for alterations to historic resources and contributors to a designated historic district, and new development adjacent to historic resources within historic districts.</p> <p>Please see Response ORG1-2 regarding the added discussion of the status of the requests to list the Baywood District and Yoshiko Yamanouchi House in the National Register with the California OHP to the Draft EIR.</p>

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Comment #	Comment	Response
	In addition, San Mateo Heritage Alliance is submitting an additional report on the Baywood Historic District that identifies the district boundaries, provides information on each property in the district, and identifies the contributors to the district and the properties that are not contributors.	
	The Yoshiko Yamanouchi House Historic District has 9 resources on the property including 3 buildings, 3 sites, and 3 structures. This information should be included in the Draft EIR and the effects on the districts from increased adjacent traffic should be analyzed. The effects on the Yoshiko Yamanouchi House Historic District is potentially significant due to the increased levels of traffic and pollution.	
ORG1-8	<p><b>4.4.4.1 Regulatory Framework</b></p> <p>The discussions of cultural resource regulations does not include the regulatory framework for historic districts. The treatment of historic districts may be different than the treatment of individual historic properties. It is important to understand the regulatory framework for districts because the City has four historic districts; two identified as part of the 1989 Historic Building Survey, the Baywood Historic District, and the Yoshiko Yamanouchi House Historic District.</p>	Chapter 4.4, <i>Cultural Resources</i> , page 4.4-6, of the Draft EIR, discusses the preservation and maintenance of the city's historic structures and the Downtown Historic District, as required by San Mateo Municipal Code (SMMC) Chapter 27.66, <i>Historic Preservation</i> . Local standards and ordinances are not yet established for other districts and individual development projects within those districts are reviewed for environmental impacts during the planning process.
ORG1-9	<p><b>CULT 1:</b></p> <p>Thank you for acknowledging the potential impact of incompatible new buildings adjacent to historic buildings or districts. The City's practice has been to only address the direct effects of the project on historic resources. The impact of new development on the Downtown Historic District has not been analyzed or mitigated (e.g., Prometheus building at the former Trag's site).</p>	Please see Response ORG1-3 regarding what is considered a historic resource under CEQA. Furthermore, as stated in Chapter 4.4, <i>Cultural Resources</i> , page 4.4-13, of the Draft EIR, CEQA would require that future potential projects permitted under the proposed project with the potential to significantly impact historical resources be subject to project-level CEQA review wherein the future project's potential to affect the significance of a surrounding historical resource would be evaluated and mitigated to the extent feasible.
ORG1-10	p. 4.4-11, para. 2 states:	Please see Response ORG1-2 regarding the added discussion of the status of the requests to list the Baywood District and

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Comment #	Comment	Response
ORG1-11	<p>“properties in the EIR Study Area that are listed in or determined to be eligible for listing in the National and California Registers would be categorized as historic resources even if they are not formally landmarked by the City.”</p>	<p>Yoshiko Yamanouchi House in the National Register with OHP to the Draft EIR, and Response ORG1-9 regarding what is considered a historic resource under CEQA and requires further CEQA review.</p>
	<p>This statement cannot be relied upon because the City has not followed these procedures. The City did not include the Baywood or Yamanouchi districts in this EIR. The City disregarded the Baywood historic district report (Brandi 2022) that outlined the boundaries of the district and identified Baywood as an eligible historic district, as well as a memo that indicated the property was a contributor to the district. The City did not treat the property as a historic resource and permitted demolition of the property without conducting the appropriate CEQA review.</p>	
	<p><b>p. 4.4-11: Policy CD 5.3: Historic Resources Definition.</b> Define historic resources as buildings, structures, sites, and districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
	<p>The City currently treats contributors to the Downtown Historic District as historic resources. This definition of historic resources only include districts. The City Historic Resources Code, which only applies to the Downtown Historic District currently states:</p>	
	<p>27.66.040 CONFORMANCE WITH STANDARDS AND GUIDELINES. (a) City-wide. All exterior modifications of individually eligible and contributor buildings (e.g., exterior building</p>	



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Comment #	Comment	Response
ORG1-12	additions and alterations) shall conform with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures, 1990 Edition.	
	This code implies contributors are treated as historic resources. Will contributors in new districts be required to follow the Secretary of Interior's guidelines for exterior modifications?	
	Please add "contributors to eligible historic districts" to the definition of historic resources in Policy CD 5.3, to be consistent with how Downtown historic resources are treated. Contributors to historic districts must be protected in order to protect the integrity of the district.	
	Please provide a reference or more information about the requirements of a historic resources report.	
	<p><b>Impacts to Historic Districts</b></p> <p>The impact analysis should address the potential for direct and indirect significant effects on eligible historic districts and their contexts, especially for areas that have not yet been fully surveyed. The Yoshiko Yamanouchi House Historic District could be adversely affected by the proposed project, including increased traffic and the reconstruction of the 3rd/4th Avenue Interchange. Please revise the analysis to include an analysis of the impacts on the historic district.</p> <p>The Aragon and San Mateo Park neighborhoods border El Camino Real development areas. Hayward Park borders the railroad development corridor and El Camino Real development corridor. The analysis is incomplete because it does not consider the potential for direct and indirect impacts on unsurveyed potential historic districts identified in the 1989 Historic Building Survey. The impact analysis should be revised to address this new impact.</p>	<p>Please see Response ORG1-2 regarding the added discussion of the status of the requests to list the Baywood District and Yoshiko Yamanouchi House in the National Register with OHP to the Draft EIR, and Response ORG1-9 regarding what is considered a historic resource under CEQA and requires further CEQA review. Furthermore, proposed General Plan Policy CD 5.2, <i>Historic Preservation</i>, requires the City to actively identify and preserve concentrations of historic resources.</p>

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Comment #	Comment	Response
ORG1-13	<p>General Plan policies are not a reliable means of mitigating potential significant adverse impacts to historic resources because the City fails to comply with its own policies.</p> <ul style="list-style-type: none"> <li>♦ The City of San Mateo has for 13 years disregarded its adopted General Plan policies regarding historic resources.</li> <li>♦ The City has failed to comply with current General Plan policy C/OS 8.2 Historic Districts.</li> </ul> <p>The policy requires the City to “Consider the protections of concentrations of buildings which convey the flavor of local historical periods or provide an atmosphere of exceptional architectural interest or integrity, after additional study.” and “In consideration of future historic districts, specific regulations to maintain historic character shall be developed.” The City continues to disregard this policy by refusing to acknowledge identified eligible historic districts and permitting demolition of historic resources to occur unabated and unaffected by its General Plan policies.</p> <ul style="list-style-type: none"> <li>♦ The City has failed to comply with current General Plan policy C/OS 8.4 Inventory Maintenance. This policy directs the City to “Establish and maintain and inventory architecturally, culturally and historically significant structures and sites.” It also warns that “without maintenance, the inventory becomes unreliable and unusable.” For 34 years the City has failed to maintain or update the 1989 Historic Building Survey resulting in the continual and unabated loss of historic resources.</li> </ul>	<p>Please see Response PUB7-4 regarding the City's intent to implement proposed General Plan goals, policies, and actions. The City evaluates discretionary projects for General Plan consistency, including with existing General Plan Policy C/OS 8.2. The statements made by the commenter are their opinion, but are not supported by substantial evidence.</p> <p>The City implements existing General Plan Policy C/OS 8.4 by maintaining an inventory of historic resources through historic resource evaluations prepared in consultation with a qualified architectural historian. These actions are required during the entitlement process for projects of structures 50 years or older that were not previously surveyed.</p> <p>Please also see Response ORG1-5 regarding General Plan policies as mitigation measures.</p>
ORG1-14	<p>Policy CD 5.7: Demolition Alternatives</p> <p>Please add the requirement to identify demolition alternatives for contributors to a historic district.</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
ORG1-15	<p>Action CD 5.8: Historic Resources Context Statements, Action CD 5.9: Historic Resources Survey, and Action CD 5.10: Historic Preservation Ordinance</p> <p>These actions imply they will be conducted sequentially (Prepare neighborhood-specific historic context statements</p>	<p>The comment references proposed General Plan Action CD 5.8, <i>Historic Preservation Ordinance</i>, Action CD 5.9, <i>Historic Resources Context Statements</i>, and Action CD 5.10, <i>Historic Resources Survey</i>, and requests updates to the Historic Preservation Ordinance prior to historic context statements.</p>

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Comment #	Comment	Response
ORG1-16	<p>prior to updating the historic resources survey.) Please update the Historic Preservation Ordinance first to address the two new eligible historic districts (the Yoshiko Yamanouchi House Historic District and Baywood Historic District).</p> <p>p. 4.4-13 Significance without mitigation: Less than significant Conclusion.</p> <p>The conclusion that the proposed project would not cause a substantial adverse impact on historical resources is contrary to the discussion of the many ways the proposed project could have significant adverse impacts on historical resources:</p> <ul style="list-style-type: none"> <li>♦ “Implementation of the proposed project could have the potential to directly impact cultural resources by altering land use regulations that govern these properties or surrounding sites.”</li> <li>♦ “Potential impacts from future development on, or adjacent to, historical resources could lead to demolition...inappropriate modification...inappropriate new construction... incompatible new buildings.”</li> <li>♦ “Development activities under the proposed project therefore have the potential to be incompatible with historical resources, which could be a significant impact.”</li> <li>♦ “If new development were to directly impact existing resources, impacts on historical resources could be significant.”</li> </ul> <p>Based on the above statements from the impact discussion, the conclusion should be amended to read <b>“the proposed project has the potential to cause a substantial adverse change to historical resources.”</b></p>	<p>The comment is noted, and the order of the actions has been updated to be considered for implementation earlier in the planning period. However, the comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p> <p>Chapter 4.4, <i>Cultural Resources</i>, page 4.4-13, of the Draft EIR, provides a discussion of how these potential impacts would be mitigated. This includes required compliance with existing federal, State, and local laws, as well as conformance with the identified proposed General Plan goals, policies, and actions, including Policy CD 5.7, <i>Demolition Alternatives</i>, Action CD 5.8, <i>Historic Preservation Ordinance</i>, and Action CD 5.12, <i>Historic Resources Design Standards</i>. While conformance with the Secretary of Interior's Standards for the Treatment of Historic Properties would normally mitigate impacts to a less-than-significant level under CEQA, the proposed project is a program-level document, and specifics related to future individual projects are not known, so the proposed project assumes conformance with these Standards. CEQA requires further project-level environmental review to evaluate and mitigate the impact of future projects on historical resources. Therefore, the conclusion that the proposed project would have a less-than-significant impact on historical resources is accurate.</p>
ORG1-17	<p>The California Environmental Quality Act (CEQA) is not a reliable means of mitigating potential significant adverse impacts to historic resources.</p> <p>CEQA does not prevent demolition of historic resources. The</p>	<p>Please see Response ORG1-6 and Response ORG1-16 regarding further CEQA review and implementation of mitigation measures.</p>

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Comment #	Comment	Response
	<p>City can make overriding considerations that housing is more important than historic resources. The impact analysis does not support the conclusion of no significant impact with no mitigation. The Draft EIR (p. 4.4-13) states:</p> <p>“Under CEQA, conformance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties would normally mitigate impacts to a less-than-significant level. Because the proposed General Plan is a program level document, it is not possible to determine whether individual projects under the proposed project would be able to conform with the Secretary of Interior’s Standards. ... The requirement for subsequent CEQA review, pursuant to state law, would minimize the potential for new development to indirectly affect the significance of existing historical resources to the maximum extent practicable.”</p> <p>This statement suggests that some significant impacts may not be mitigated through compliance with the Secretary of Interior’s Standards or through CEQA review. If no additional mitigation is imposed the project could result in significant unavoidable adverse effects. Additional mitigation measures should be presented.</p>	
ORG1-18	<p><b>Recirculation is Necessary</b></p> <p>The Draft EIR should be recirculated in accordance with CEQA Guidelines 15088.5. Recirculation of an EIR Prior to Certification because the impact analysis is incomplete and new mitigation measures are necessary. The lack of the impact analysis and mitigation measures deprives the public of a meaningful opportunity to comment.</p>	<p>The comment asserts that the Draft EIR needs to be recirculated because the impact analysis is incomplete and new mitigation measures are required. Please see Responses ORG1-2 through ORG 1-17 above regarding the Draft EIR's impact analysis of historical resources and required mitigations and further CEQA review. Pursuant to CEQA Guidelines Section 15088.5, "significant new information" requiring recirculation can include: a new significant environmental impact that would result from the project or from new mitigation measure proposed to be implemented; substantial increase of the severity of an environmental impact that would result unless mitigation measures are</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
ORG1-19	<p>CULT-4</p> <p>The proposed project would not, in combination with past, present, and reasonably foreseeable projects, result in cumulative cultural resources impacts in the area. The discussion under this impact does not describe the specific or even a general discussion of the number of historic resources lost through development to date. It is not possible to credibly assess cumulative impacts with no discussion of impacts to date.</p> <p>The Downtown Historic District has been eroded on all sides:</p> <ul style="list-style-type: none"> <li>◆ The entrance at Third Avenue and El Camino Real</li> <li>◆ Prometheus building on Baldwin</li> <li>◆ Redevelopment of Donut Delite and Talbots</li> <li>◆ The 6-7 story buildings on 3rd and 4th east of the railroad.</li> </ul> <p>Please provide the number of downtown historic buildings and contributors modified or demolished to date. What is the cumulative impact threshold for losses of historic buildings in the historic districts, especially the Downtown Historic District? Mitigation is necessary for the potentially significant cumulative effects.</p>	<p>adopted that reduce the impact to a level of insignificance; a feasible project alternative or mitigation measure considerably different from others previously analyzed that would clearly lessen the environmental impacts of the project, but the project's proponents decline to adopt it; or the Draft EIR was so fundamentally and basically inadequate and conclusory in nature that meaningful public review and comment were precluded. Because the revisions shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR do not constitute as "significant new information," recirculation is not required.</p> <p>The comment asserts that the cumulative cultural resources impact analysis is lacking discussion of historic resources lost through development to date. The comment refers to events that have occurred in the past and are part of the baseline condition, rather than effects of the proposed project or cumulative projects. Pursuant to CEQA Guidelines Section 15130, an EIR should not discuss impacts which do not result in part from the proposed project. therefore, discussion of historic buildings and contributors modified or demolished to date is not required.</p>
ORG1-20	<p>I look forward to reviewing the revised Draft EIR with the missing analyses and mitigation measures.</p>	<p>The comment serves as a conclusion to the preceding comments. Please see Responses ORG1-2 through ORG1-19.</p>

RESPONSE TO COMMENTS

Comment #	Comment	Response
<b>ORG2</b>	<b>9/25/2023</b>	<b>David Bohannon, Hillsdale Shopping Center</b>
ORG2-1	<p>On behalf of HSC Property Owner LLC, the owners of the Hillsdale Shopping Center and surrounding properties (Owners), we appreciate the opportunity to submit comments on the Strive San Mateo General Plan Update (GPU) and Draft Environmental Impact Report (DEIR).</p> <p>As you may know, the Owners have embarked on a process to collect community input to reimagine the Hillsdale Shopping Center for its next evolution - from a shopping center into a great neighborhood with retail, homes, supporting commercial development and more. As part of this process, our team has reviewed the GPU and DEIR and supports the City's goals and efforts in the GPU. In the spirit of collaboration, the Owners wish to submit the following comments for consideration on both the GPU and DEIR. Further, we request that these comments are considered in the implementation of the GPU, i.e., through zoning amendments or otherwise.</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses ORG2-2 through ORG2-5.</p>
ORG2-2	<p>GPU</p> <p><u>1. Land Use Policy 6.2 [Hillsdale Shopping Center]</u> - This policy allows redevelopment of the Hillsdale Shopping Center for a "mix of uses, including commercial, retail, office, hotel, and residential uses." Given the market demand for research and development (R&amp;D) uses, and the fact that R&amp;D uses can provide important job generating uses that have the added benefit of "in office" employment that energizes mixed use areas, we request that this policy explicitly identifies that R&amp;D uses are permitted. We also request that R&amp;D is explicitly allowed in the Mixed Use designations.</p> <p><u>2. Land Use Table LU-1 [Land Use Designations]</u> - We note that the new designations identify height limitations by stories rather than building height. We request discussion of</p>	<p>The comment requests various updates to the proposed General Plan 2040 and its policies and actions. The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>how these story limitations will be implemented in the implementing zoning. We'd like to ensure that if/when height is codified in feet, that it does not cause any surprises. We note that the actual height can vary depending on preferred ceiling heights for varying uses.</p> <p><u>3. Circulation (new policy/action suggestion)</u> - Consistent with efforts to reduce vehicle miles traveled (VMT) articulated in the GPU (for example, Action C 2.3 [Education and Outreach]: "pursue education for developers and employees about programs and strategies to reduce VMT, parking demand, and the resulting benefits" and Policy C 6.7 [Capital Improvement Program]: "Prioritize improvements that increase person throughput in project prioritization to reduce VMT"), we request the City take action to incorporate multi-modal improvements into the Capital Improvement Program so that developer-funded transit, bicycle and pedestrian infrastructure improvements will earn Transportation Impact Fee (TIF) credits based on Multimodal Level of Service criteria. We note that this is consistent with Zoning Code Section 27.13.090 which grants credits for improvements that are identified in the Transportation Improvement Fee Technical Report. This is an important step in implementing the transition from automobile focused improvements to multi-modal improvements.</p> <p><u>4. Circulation (new policy/action suggestion)</u> - We recommend that the General Plan reflects and expands policies in transit oriented plans, including the Rail Corridor Plan, that require applicants for new developments within one half mile of a major transit station prepare a parking demand study, rather than impose a specific parking ratio, in recognition of access to mass transit. We recommend that this policy is reflected in the GPU to ensure consistent implementation in transit oriented plans. We also note that</p>	



RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>this action would be consistent with the intent behind AB 2097, which largely eliminates parking requirements for projects in proximity to major transit.</p> <p><u>5. Conservation Open Space Policy 7.2 (Acreage Standards)</u> - This policy is to "[a]quire or accept for dedication two acres of neighborhood and community parks per 1,000 residents." We note that this standard is highly land consumptive and places a heavy burden on development. If implemented conservatively, it can result in the loss of residential units, which are sorely needed to meet RHNA targets. We have a number of suggestions to make this policy feasible.</p> <p>a. We request that a broad scope of open space is accepted, including plazas, paseos, parklets, trails, courtyards and amenity terraces. We understand that this is consistent with past practice.</p> <p>b. We request that developer funded park improvements that are included in the Parks Master Plan continue to receive credits from park fees.</p> <p>c. Finally, we recommend that this policy is implemented in consideration of park spaces provided in the same service area. For example, if ample parks have been provided in excess of the intended ratio in one service area, that should be considered in relation to other projects in the same service area.</p> <p>6. Public Safety Facilities 4.3 [Building Electrification] -This policy is to "[r]equire electrification for new building stock and reduce fossil fuel usage for existing building stock at the time of building alteration." We suggest that a feasibility standard is considered and that exceptions are allowed for affordable housing, commercial kitchens and R&amp;D uses. An electrification requirement imposed on alterations to existing buildings could inhibit the ability and interest in altering existing uses. We anticipate that the alteration and</p>	

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>preservation of existing uses, particularly affordable housing, would be encouraged and suggest that feasibility is considered in relation to an existing building alteration project We understand that the San Mateo Sustainability and Infrastructure Commission is currently meeting to discuss and collect and discuss stakeholder input on the "Electrify San Mateo - Building for the Future: City of San Mateo Sustainable Buildings Strategy." In particular, we understand the Commission is seeking input on the impacts of new requirements on existing buildings. Accordingly, we suggest that policy leaves room for stakeholder input and implementation flexibility.</p> <p>With respect to new uses, a natural gas prohibition on some uses, particularly R&amp;D and commercial kitchens, would pose real limitations on the ability to develop and market such uses. We note that other Bay Area cities have provided for exemptions. For example, Santa Clara exempts 11L" occupancies (which includes laboratories}, hotel laundries, commercial kitchens as well as other uses where there is "not an all-electric prescriptive compliance pathway".<sup>1</sup> We recommend similar considerations in adopting electrification requirements.</p> <p>7. Policy N 2.1 [ Noise Regulation] - This policy is to "[r]egulate noise in San Mateo to prohibit noise that is annoying or injurious to community members." We would like to ensure that there will still be an opportunity to request construction noise exceptions, pursuant to a City process, for limited periods of time.</p> <p>8. Policy N 2.2: (Minimize Noise Impacts) - This policy is to "(i)ncorporate necessary mitigation measures into new development design to minimize short-term noise impacts. Determine whether new development has the potential to</p>	

RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>result in a significant noise impact on existing development based on the following standards. Impacts will be analyzed based on long-term operational noise increases at the sensitive receptor property line, or new uses that generate noise levels at the sensitive receptor property line [above 5 dBA, with certain other additional requirements]." We suggest that existing ambient noise levels are considered in the implementation of exterior noise standards. For example, in one such example, 2 in the event the ambient noise level exceeds the otherwise specified noise standards, an "adjusted ambient noise level" is applied as the noise standard. In cases where the noise standard is adjusted due to a high ambient noise level, the noise standard shall not exceed the "adjusted ambient noise level," or 70 dB(A), whichever is less. In cases where the ambient noise level is already greater than 70 dB(A), the ambient noise level is applied as the noise standard. We request a similar consideration and adjustments based on existing ambient noise levels.</p> <p>9. Policy N 2.4: (Traffic Noise) - This policy is to "[r]ecognize projected increases in ambient noise levels resulting from future traffic increases, as shown on Figure N- 2. Promote reduced traffic speeds and the installation of noise barriers or other methods to reduce traffic noise along highways and high volume roadways where noise-sensitive land uses (listed in Table N-1) [of the proposed General Plan] are adversely impacted by excessive noise levels (60 dBA [Ldn] or above)." We suggest that feasibility is considered when implementing this policy. There may be some instances when it is not feasible to install noise barriers given right-of-way or property ownership constraints and, therefore, suggest that this policy is implemented to the extent feasible.</p>	

## RESPONSE TO COMMENTS

Comment #	Comment	Response
ORG2-3	<p>DEIR</p> <p>1. Project Description and Appendix B [Projects Included in Buildout Projections] -</p> <p>We note that Table 3-1 [Proposed General Plan 2040 Buildout Projections] identifies the "total net change" in development from existing conditions. We request clarification on whether the site capacities assumed in the Buildout Projections reflect total capacity or net new capacity. It is well established under CEQA that using "net new" square footage reflects the true change in conditions from existing/prior uses to the ultimate/future use conditions (14 Cal. Code Regs., § 15125, subd. (a)); <i>Fat v County of Sacramento</i> (2002) 97 CA4th 1270).</p>	<p>As discussed in Chapter 3, <i>Project Description</i>, on pages 3-19 and 3-20, of the Draft EIR, the buildout projections are not based on capacity, but rather the City's estimation of "reasonably foreseeable" development that could occur over the buildout horizon. The projections do not presume that every parcel is developed to the maximum level allowed under the General Plan. Table 3-1, <i>Proposed General Plan 2040 Buildout Projections in the EIR Study Area</i>, in Chapter 3 of the Draft EIR shows the projected net change for each category (i.e., households, housing units, population, and jobs) by area, as well as the total net change for the EIR Study Area and projected buildout in 2040.</p>
ORG2-4	<p>2. Wildfire - For the sake of accuracy, we note that Figure 4.18-5, "Potential Evacuation Routes," does not appear to show that 31st Avenue and 28th Avenue now connect under the Caltrain Tracks as a result of a recent grade separation project. These new road connections may provide additional Potential Evacuation Routes east of the Caltrain tracks.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Figure 4.18-5, <i>Potential Evacuation Routes</i>, in Chapter 4.18, <i>Wildfire</i>, of the Draft EIR has been revised to include 31st Avenue and 28th Avenue as additional evacuation routes.</p>
ORG2-5	<p>We thank you for your time and your consideration and your efforts on the GPU and DEIR.</p>	<p>The comment serves as a conclusion to the preceding comments. Please see Responses ORG2-2 through ORG2-4.</p>
<b>ORG3</b>	<b>11/1/2023</b>	<b>Laurie Hietter, San Mateo Heritage Alliance</b>
ORG3-1	<p>Dear City Council Members:</p> <p>In previous submittals and meetings, the San Mateo Heritage Alliance has stressed the importance of continuing to treat buildings that contribute to historic districts (contributors) as historic resources. The current General Plan and Historic Resources Code includes contributors in the definition of historic resources.</p> <p>We are concerned that subtle words changes in the 2040 General Plan are significantly changing City policy:</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<ol style="list-style-type: none"> <li>1. Changing the definition of historic resources to remove contributors to historic districts.</li> <li>2. The word contributor in Chapter 10 Glossary has no bearing on policy</li> <li>3. Changing preservation of historic districts from protecting concentrations of important buildings to protecting concentrations of historic buildings (meaning those buildings already evaluated and designated historic)</li> </ol>	
	<p>We request that the Council revisit the policies in the Community Design and Historic Resources Element and make the following changes:</p> <p>Policy CD 5.1: Historic Preservation. Actively identify and preserve historic resources and concentrations of historic resources and concentrations of buildings which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, when they meet national, State, or local criteria. Historic resources include individual properties, districts, and sites that maintain San Mateo's sense of place and special identity, and enrich our understanding of the city's history and continuity with the past.</p> <p>Policy CD 5-3: Historic Resources Definition. Define historic resources as buildings, structures, sites, and districts, and contributors to districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.</p> <p>These changes will ensure continued protection of historic districts and the buildings that make the districts special. Additional discussion is included in the attachment. Thank you for your consideration.</p>	

## RESPONSE TO COMMENTS

Comment #	Comment	Response
ORG3-2	<p><b>ADDITIONAL DISCUSSION OF HISTORIC RESOURCES POLICIES</b>  <b>Definition of Historic Resources Should Include Contributors to Historic Districts</b>            One of the goals of the San Mateo Heritage Alliance is to preserve and protect historic resources and the contributor buildings in historic districts. The City of Redwood City, San Francisco, Portland, and many other cities protect contributors in historic districts. The City's current policies support protection of contributors in the Downtown and Glazenwood Historic Districts. The General Plan should be clear on this policy.</p> <p>Only the historic district is the historic resource subject to CEQA. Contributors do not qualify as historic resources or the consideration provided historic resources. The City has latitude to designate any important properties as historic resources. The City's policies in the current General Plan and the Historic Resources Preservation Code currently support the protection of contributors as historic resources, as do many cities.</p> <p>The wording changes in the combined Policy CD 5.1 restrict the definition of historic resources and protection to only those resources that are individually eligible for listing on the State or National Register, which is a very high bar to achieve protection. There is no protection at all (even the minimal consideration of a CEQA analysis) for contributor buildings in a district until the point where so many buildings in the district are altered that the historic integrity is lost.</p> <p>The current 2030 General Plan defines historic resources as:            C/OS 8.1: Historic Preservation. Preserve, where feasible, historic buildings as follows:            d. Historic building shall mean buildings which are on or individually eligible for the National Register of Historic</p>	<p>Chapter 4.4, <i>Cultural Resources</i>, of the Draft EIR concluded that implementation of the proposed project, including the proposed General Plan goals, policies, and actions, would not result in significant impacts to historical resources. District contributors are included by default in the City's two designated historic districts (Downtown and Glazenwood) because the districts are considered a historic resource. Please see Response ORG1-9 regarding further CEQA review. Please also see Response ORG1-18 regarding recirculation. Comments related to how contributors in historic districts should be addressed in the General Plan pertain to a policy decision, and do not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

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Comment #	Comment	Response
	<p>Places, California Register of Historical Resources, or Downtown Historic District contributor buildings as designated in the 1989 Historic Building Survey Report, or as determined to be eligible through documentation contained in a historic resources report.</p> <p>The 2040 General Plan revised the definition of historic resources to remove the word “contributor:”</p> <p>Policy CD 5-3: Historic Resources Definition. Define historic resources as buildings, structures, sites, and districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.</p> <p>Deciding to treat contributors as historic resources is a policy decision. The language changes in the 2040 General Plan change the level of protection of buildings in historic districts, which is a significant impact not addressed in the Draft EIR. A new significant impact is cause for recirculation of the Draft EIR.</p> <p>The goal to protect contributors to historic districts is consistent with the 2030 General Plan policy O/S 8.2: C/OS 8.2: Historic Districts. Consider the protection of concentrations of buildings which convey the flavor of local historical periods or provide an atmosphere of exceptional architectural interest or integrity, after additional study.</p>	
ORG3-3	<p>Definition of Historic District Changes</p> <p>The Draft 2040 General Plan revised the policy to remove the word “districts,” and substituted “concentrations of historic resources” for “concentrations of buildings.” The policy now has a totally different meaning. The 2030</p>	<p>The comment is noted. Comments related to policy and action language in the proposed General Plan pertain to a policy decision, and do not address the adequacy of the analysis in the Draft EIR. The proposed project is a program-level document, and specifics related to future individual projects</p>



## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>General Plan policy is to protect a group of important buildings. The new language in Policy CD 5.1/2 only protects groups of buildings that meet the definition of historic resources: those that are on or individually eligible for listing on the State or National Register.</p> <p>2030 C/OS 8.1: Historic Preservation. Preserve, where feasible, historic buildings as follows:</p> <p>d. Historic building shall mean buildings which are on or individually eligible for the National Register of Historic Places, California Register of Historical Resources, or Downtown Historic District contributor buildings as designated in the 1989 Historic Building Survey Report, or as determined to be eligible through documentation contained in a historic resources report.</p> <p>2040 Policy CD 5.2 Historic Resources Preservation. Actively identify and preserve concentrations of historic resources, which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, when they meet national, State, or local criteria.</p> <p>The definition of Historic Resources in the 2040 General Plan Chapter 10 includes contributors only in Downtown and Glazenwood, and is a narrow definition of historic resources. As stated by Joanna Jansen (Placeworks) at the October 30 City Council meeting, the definitions in the Glossary do not represent the policies.</p> <p>2040 Chapter 10 Glossary: Historic Resource. A historic resource is a building, structure, site, or district that has one or more of the following characteristics:</p> <ul style="list-style-type: none"> <li>▪ Listed in or determined to be on or individually eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources.</li> </ul>	<p>are not known, so the proposed project assumes conformance with applicable regulations, policies, and standards. CEQA requires further project-level environmental review to evaluate and mitigate the impact of future projects on historical resources. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

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Comment #	Comment	Response
	<ul style="list-style-type: none"> <li>Identified as a Downtown Historic District or Glazenwood Historic District contributor building as designated in the 1989 Historic Building Survey Report.</li> <li>Determined to be eligible through documentation contained in a historic resources report.</li> </ul> <p>Zoning Code includes Contributors The City of San Mateo Zoning Code sections 27.66.020 Applicability, 27.66.040 Conformance with Standards and Guidelines and 27.66.060 Demolition all treat contributors as historic resources and in the same way as individually eligible properties. 27.66.020 APPLICABILITY. (a) Historic Buildings and Downtown Historic District. The provisions of this chapter shall apply to all individually eligible buildings in the City, all individually eligible and contributor buildings within the Downtown Specific Plan area, and all structures located in the Downtown Historic District, as adopted by resolution of the City Council. (b) The City Council by resolution may add to the provisions of this chapter any building which it finds meets the criteria of contributing to the historic importance of downtown and the City. Such an action shall be based on National Register of Historic Places and California Register of Historical Resources criteria and documented in a form consistent with the City of San Mateo Historic Building Survey. (c) Individually Eligible and Contributor Buildings. For the purposes of this chapter, the terms "individually eligible building" shall mean those buildings as identified in the City of San Mateo General Plan. "Contributor building" shall mean those buildings identified as such and located within the Downtown Historic District as adopted by resolution of the City Council and identified in the City of San Mateo General Plan.</p>	

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Comment #	Comment	Response
	<p>(d) For the purposes of this chapter, the terms "individually eligible building" and "contributor building" and "Downtown Historic District" shall mean those buildings and district identified as such by resolution of the City Council or identified in the City of San Mateo Downtown Specific Plan.</p> <p>Discussion at 10/2 City Council Meeting At the City Council Meeting on 10/2 the Council members expressed a lack of understanding about what contributors meant. It was stated that it does not matter if it is in the General Plan or in the implementation language to be addressed later in the ordinance. I strongly disagree. The City currently has a policy to treat contributors as historic resources. The new General Plan dilutes and changes the policy (see above).</p> <p>We were disappointed staff did not describe what contributors mean and that they have no protection under the current language. That discussion would have allowed the City Council to make an informed decision at the time. We request the City Council revisit these policies.</p> <p>Updating the Historic Preservation Ordinance I understand that the City will be updating the Historic Preservation Ordinance next year but I believe the conversation of historic preservation policy in the General Plan 2040 is very relevant right now and should not be delayed to the implementation phase. The General Plan is the place to define policies.</p> <p>Updating the City Website Regarding Historic Districts We understand staff will be updating the City Website with more information about what a historic district contributor is and the ramifications of a property being designated. That is</p>	

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Comment #	Comment	Response
	<p>good news for the Baywood community. Many people are looking to the City for clarification of what it means to be in a Historic District. Why can't the City tell us now? Either contributors are protected or they are not. The current plan protects them. The slight changes in the wording in the 2040 General Plan removes the protection.</p> <p>Demolition Policies</p> <p>Policy CD 5.7 Demolition Alternatives. Require an applicant to submit alternatives to preserve a historic resource as part of any planning application that proposes full demolition. Implement preservation methods unless health and safety requirements cannot be met or the City Council makes a finding explaining the specific reasons why the social, economic, legal, technical, or other beneficial aspects of the proposed demolition outweigh the unavoidable adverse impacts to the historic resource. If a designated historic resource cannot be preserved, require City approval before the demolition of a historic resource.</p> <p>What is the definition of demolition for this policy? Leaving one wall is near total demolition. Requiring an alternatives analysis is a good idea. The staff should be empowered to value the alternatives provided by the applicant for veracity, feasibility, and adequacy. There should also be a requirement for mitigation measures. The language should be clarified to add contributors to the definition of historic resources.</p>	

## RESPONSE TO COMMENTS

Comment #	Comment	Response
<b>Members of the Public</b>		
<b>PUB1</b>	<b>8/17/2023</b>	<b>Rowan Paul</b>
PUB1-1	<p>Dear City of San Mateo,</p> <p>I am very concerned about the changed building height limits for new construction.</p> <p>Already for our East 5th avenue house. We have lost sunlight due to the new affordable housing building that came up with more floors than was in the original design that was approved. This is very concerning for the town if this continues.</p>	<p>The comment expresses concerns about the increasing building heights. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
PUB1-2	<p>For the 4th Street building that is coming up and others in the future, I am very concerned about the increased density resulting increased traffic. Increased crime increase noise, decrease sunlight for neighborhoods, and generally a lack of correspondingly increasing infrastructure such as parking, policing, file education, electricity, plumbing, etc. That typically does not keep up with the density increase.</p>	<p>The comment expresses concerns regarding increased density but does not address the adequacy of the analysis in the Draft EIR. As discussed in Chapter 4.15, <i>Transportation</i>, of the Draft EIR, the proposed project would support programs to reduce overall vehicle usage and impacts would be less than significant. Chapter 4.11, <i>Noise</i>, of the Draft EIR concludes that impacts of the proposed project on the surrounding area would only be significant and unavoidable for traffic noise along 1st Avenue west of B Street. Chapter 4.14, <i>Public Services</i>, and Chapter 4.17, <i>Utilities and Services Systems</i>, of the Draft EIR found that the proposed project would have less-than-significant impacts related to public services and utilities and service systems.</p>
PUB1-3	<p>San Mateo is not San Francisco or San Jose. I do not want it to turn into Redwood City which has turned into a personality deficient overcrowded downtown with significantly more crime than San Mateo.</p> <p>Please keep the buildings below five floors, preferably one to three floors.</p>	<p>The comment serves as a conclusion to the preceding comments. Please see Responses PUB1-1 through PUB1-2.</p>

RESPONSE TO COMMENTS

Comment #	Comment	Response
	I am welcome to discussion. Thank you	
<b>PUB2</b>	<b>8/17/2023</b>	<b>Frances Souza</b>
PUB2-1	As a resident of Central San Mateo, I am requesting "RESIDENTIAL LOW I" be used on the south side of E. 4th Avenue, both sides of E. 5th Avenue from S. Delaware to S. Amphlett and on the West side of S. Delaware from E. 5th - 9th Avenue. This is more compatible with our current neighborhood and will help protect and preserve our neighborhood and reduce demolition of our single family homes and small duplexes. This will also support the General Plan's vision to "Enhance San Mateo's Neighborhood Fabric and Quality of Life." It will also address the Plan's goal of preservation of historic areas, as these streets are predominantly beautiful pre-war homes and duplexes which include Craftsmen, Spanish Revival, Tudor Revival and Victorian styles of architecture.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
<b>PUB3</b>	<b>9/11/2023</b>	<b>Jerry Davis</b>
PUB3-1	There are 10,210 vehicles a day on 5th Avenue that's just too much traffic. Whatsmore, [sic] the Nelson Nygaard Central Neighborhood Long Term Strategy January 2006, recommended traffic circles on 5th and 9th Avenues. 5th Avenue is currently a narrow Local street and 9th Avenue is a Collector. We need to keep 5th Avenue as a local street from S Delaware to S Amphlett and keep 9th Avenue as a Collector from S Delaware to S Amphlett. It would also be a good idea to reclassify S Humboldt as a local street from 4th Avenue to 9th Avenue. 5th Avenue is a proposed Bike route which conflicts with the new reclassification. It is currently impossible for me to find parking on my own	Please see Master Response 2, Roadway Classifications.

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>street South Eldorado. I mostly need to park on 5th Ave. Traffic has already been generated, especially along 4th and 5th Avenues due to the new development in downtown San Mateo. Traffic and trucks west of the Railroad should be route through El Camino Real, 92 and 101 the State Highways, not through 4th, 5th, and 9th Avenues. Residential parking is already a nightmare. We have requested traffic calming since 1991. How can 5th Avenue, a proposed bicycle route exist without traffic calming from S Delaware to S Amphlett? This new classification to Arterial is simply a conflict to the General Plan.</p>	
<b>PUB4</b>	<b>9/11/2023</b>	<b>Francie Souza</b>
PUB4-1	I am a resident of San Mateo and have additional comments on the General Plan, as outlined below:	The comment serves as an introduction to the comments that follow. Please see Responses PUB4-2 through PUB2-3.
PUB4-2	<p>4.14 PUBLIC SERVICES</p> <p>My comments relate to POLICE under Public Services in the General Plan.</p> <p>It was noted that the SMPD staffing ratios of 1.07 sworn officers to 1,000 residents is below the national staffing average of 2.0 sworn personnel per 1,000 residents and expansion of SMPD facilities may be needed to accommodate increases in staffing to maintain response times. It was noted that the “proposed project” would increase demand on police protection services, but growth would occur incrementally, therefore minimizing the impact.</p> <p>The EIR states...Payment of police protection impact fees and special taxes, consistency with the proposed General Plan goals, policies, and actions and compliance with the</p>	<p>Staffing levels are not within the scope of the EIR, as CEQA only considers physical environmental impacts created through the provision of new or physically altered public services facilities. As stated in Chapter 4.14, <i>Public Services</i>, page 4.14-13, of the Draft EIR, any future construction of new or renovated police stations would be subject to separate project-level environmental review pursuant to CEQA, as required, to identify potential environmental impacts and mitigation measures as needed to reduce potential environmental impacts. This would ensure that potential environmental impacts of future construction would be properly analyzed and mitigated. Furthermore, as shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.14, <i>Public Services</i>, of the Draft EIR has been revised to include proposed General Plan Action PSF 1.8, <i>Police and Fire Cover Assessments</i>, which requires complete standard of</p>



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	<p>regulations would ensure that the SMPD is involved as future development is allowed under the proposed project. Though SMPD has indicated that existing stations would be inadequate to accommodate future needs, it has not yet developed any specific plans to construct new facilities. Therefore, it would be speculative to assess the physical effects of those future construction projects and the project's potential contribution to those effects. Pursuant to Section 15145 of the State CEQA Guidelines, if a particular impact is too speculative for evaluation, no further evaluation is required. This doesn't seem wise.</p> <p>With additional comments, it was concluded that the proposed project would not result in a cumulatively considerable impact to police protection services and cumulative impacts would be <u>less than significant and no further evaluation is required.</u></p> <p>My request is that we do evaluate our police services more carefully now and determine how we can move toward proactively planning for this increase in demand that will naturally happen with the growth outlined in our state mandated housing plan. The approach in the General Plan seems to "kick the can down the road". Already, police are stretched when it comes to proactively monitoring firework displays and other safety issues that have to be prioritized "out" for more serious issues.</p>	<p>cover assessments or staffing studies periodically for police and fire services to ensure that appropriate response times, staffing, and levels of service are available to meet community needs as the City's population grows.</p> <p>The comment also asks how the City can move toward proactively planning for the increase in demand. The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
PUB4-3	<p>Transportation, section 4.15-8</p> <p>It appears on the map that 5th Avenue and 9th Avenue are designated as "Arterials". As defined, Arterial streets are 'signalized' with higher capacity to accommodate traffic volumes offering continuous movement with coordinated and interconnected signal systems.</p>	<p>Please see Master Response 2, Roadway Classifications.</p>

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	<p>5th Avenue and 9th Avenue are neighborhood streets, with traffic circles on 5th to slow traffic and both streets serve as local streets in the Central Neighborhood, which include primarily single family/duplex homes. 5th Avenue is also proposed as a bicycle boulevard with traffic calming from S. Delaware to S. Amphlett, so the Arterial designation is a conflict with the General Plan.</p> <p>Delaware is also designated as an Arterial street in the Draft EIR, but also runs through the Sunnybrae neighborhood, including the area around Sunnybrae Elementary School which has a 15mph speed zone.</p> <p>These Arterial street designations need to be reconsidered in order to protect our neighborhoods, the safety of pedestrians, bicyclists and children in school zones. The reclassification will also increase pollution in the Central Neighborhood which conflicts with our goal of neighborhoods free of environmental health hazards. <u>Please do not reclassify 5th and 9th Avenues to Arterials.</u></p>	
<b>PUB5</b>	<b>9/12/2023</b>	<b>David Light</b>
PUB5-1	Dear San Mateo Planning Commission, I would like to comment on sections of the Draft Environmental Impact Report (EIR) for the Draft General Plan 2040.	The comment serves as an introduction to the comments that follow. Please see Responses PUB5-2 through PUB5-3.
PUB5-2	There is a seismic hazard map in Section 4.6 on Geology and Soils showing the risk of soil liquefaction during a major earthquake. In this map of San Mateo the liquefaction risk is divided into two regions, a moderate risk region roughly from the downtown to Hwy 101 and a high risk region from Hwy 101 to the Bay. I am concerned that developers will	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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PUB5-3	<p>certainly prefer to locate new multi-story projects on lower risk areas rather than on historic landfill areas that are at higher risk. However, many of our single family and duplex home neighborhoods are currently located on the desirable moderate risk liquefaction areas. These single family home neighborhoods should not be displaced by large developments. San Mateo needs to protect and preserve our charming older homes in single family and duplex neighborhoods that make San Mateo a desirable place to live.</p> <p>Section 4.7 on Greenhouse Gas Emissions discusses the need to reduce carbon dioxide from home appliances, cars and trucks. New developments located near Caltrain or SamTrans public transportation stops are routinely allowed to provide less parking spaces in their plans. However, there is a continued lack of cooperation between Caltrain and BART and there is low ridership on SamTrans and Caltrain, so our city planners need to be realistic about the use of public transportation by workers and residents in San Mateo. New building projects must provide adequate parking spaces and include parking with chargers for electric cars as a more realistic solution to greenhouse gas emissions.</p> <p>Thank you for considering my comments!</p>	<p>The comment is noted. The California Air Resources Board 2022 Scoping Plan for Achieving Carbon Neutrality identifies priority strategies for local Climate Action Plans (CAPs) to incorporate to ensure State's carbon neutrality goals, which includes electric vehicle (EV) infrastructure to meet the California Green Building Standards Code (CALGreen), increase access to clean mobility options, and support new development near transit.</p> <p>As stated in Table 4.7-6, Consistency Analysis with the City of San Mateo Climate Action Plan, in Chapter 4.7, Greenhouse Gas Emissions, of the Draft EIR, future development under the proposed project would be constructed to include enhanced EV charging and EV infrastructure per the City's Reach Code, which would exceed CALGreen's requirements for residential and nonresidential development. For one- and two-family dwelling or townhomes, the City's Reach Code requirements for EV charging infrastructure includes one Level 2 EV Ready space per dwelling unit and one Level 1 EV Ready space if second space is provided. For multi-family buildings, 15 percent of parking spaces are required to be equipped with Level 2 EV Charging Stations and the remaining 85 percent are required to be Level 2 EV Ready. For office buildings, 20</p>

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		percent of parking spaces are required to be equipped with Level 2 EV Charging Stations and 30 percent Level 2 EV Capable.
		Additionally, San Mateo has a Citywide Transportation Demand Management (TDM) plan, which includes SMMC Section 27.09.060, Transportation Demand Management, to require all projects with a net increase of 100 PM peak hours trips to include a trip reduction and parking management plan. Implementation of these required TDM strategies will help manage the reduction in parking requirements and reduce citywide transportation related GHG emissions.
<b>PUB6</b>	<b>9/12/2023</b>	<b>Laurie Watanuki</b>
PUB6-1	4.1 AESTHETICS 1. San Mateo deserves the best Objective Design Standards since there are many distinct neighborhood zones. Each neighborhood has its own visual and physical character and deserves respect. (Action CD 7.6: Objective Design Standards)	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-2	2. Commercial development adjacent to residential. New infill building designs need to respect existing community character, using established building designs found in San Mateo. Encourage new developments to be compatible and harmonious with building types and architectural styles prevalent in San Mateo especially with the surrounding residential neighborhoods and Downtown Historic District. (Action CD 8.7)	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-3	3. Project Design Review for proposed projects in the Downtown and surrounding neighborhoods by a qualified historic preservation architect/consultant. Aesthetics of new illuminated contemporary glass buildings will have an impact	The comment is noted. CEQA requires project-level environmental review to evaluate and mitigate the impact of future projects on aesthetics or historical resources. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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	on existing older neighborhoods and the Historic Downtown.	
PUB6-4	4. Street lighting standards - More green street lamps are needed at dark residential intersections and longer residential blocks. This impacts safety for pedestrians and bicyclists in Equity Priority and underserved neighborhood areas in the Central Neighborhood and North Central Neighborhood.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-5	5. Title 25 Signs - protect the character of older residential neighborhoods, and prohibit neon commercial signs on new tall buildings facing towards surrounding residential neighborhoods at night. Housing is at the upper levels in new buildings. Prohibit older lighted outdoor billboards advertising alcohol in Equity Priority Neighborhoods along 101 which generate blight. (Policy CD 6.5: US 101 Frontage, Policy CD 6.6: Signage, Policy CD 6.10 Nighttime Lighting)	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-6	6. Neighborhood Beautification - Encourage drought tolerant green landscaping in residential neighborhoods and commercial projects and expand the tree canopies in front yards and plant more street trees through street tree plan. Especially in Equity Priority Neighborhoods.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-7	4.4 CULTURAL RESOURCES 1. Neighborhood preservation and protections are needed. We need updated surveys in Central, North Central Neighborhoods, and other older neighborhoods as possible Historic Districts. We need protection of pre-war homes and small duplexes for middle and low-income families in Equity Priority Neighborhoods.	The comment is noted. Proposed General Plan Policy CD 5.2, <i>Historic Preservation</i> , encourages the identification and preservation of historic resources. Proposed Policy CD 5.10, <i>Historic Resources Survey</i> , would require the City to establish and maintain an inventory of architecturally, culturally, historically significant resources by seeking funding opportunities to update the historic survey. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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PUB6-8	2. Avoid demolition of homes in older neighborhoods. Preserve the visible exteriors from the street of existing Craftsmen, Spanish and Tudor Revival, and Victorian homes in older neighborhoods. Follow the existing patterns in the neighborhoods. The home need to be compatible with the existing neighborhood. Historic Resources - Page 189	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-9	3. New infill building designs need to respect existing community character, using established building designs found in San Mateo. Encourage new developments to be compatible and harmonious with building types and architectural styles prevalent in San Mateo. Policy LU 4.2 - Quality of Downtown Development.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-10	4. There will be a new Historic District called the Yoshiko Yamanouchi House at 1007 East 5th Avenue. There are 9 resources on the property which include: 3 buildings, 3 sites, and 3 structures. Documentation will be provided for the Draft EIR, for protection from adverse environmental impacts.	The comment refers to a new Yoshiko Yamanouchi House historical district, and states that documentation will be provided for the EIR; however, no documentation is provided in this letter. Please see Response ORG1-2 regarding the added discussion of the status of the requests to list the Baywood District and Yoshiko Yamanouchi House in the National Register with the California OHP to the Draft EIR.
PUB6-11	5. Demolition permits should be issued at the same time as building permits, and not before.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-12	4.11 NOISE - The impact of the build-out results in the unacceptable cumulative traffic noise within the EIR study areas. No mitigation measures are available according to the EIR.	As stated in Chapter 4.11, <i>Noise</i> , on page 4.11-51, of the Draft EIR, the analysis of project traffic noise is a cumulative analysis in that the transportation modeling also includes the citywide and regional changes in housing units and employment that would occur through the buildout horizon of 2040. The proposed project would result in a significant traffic noise impact to the segment of 1st Avenue between Ellsworth Avenue and B Street; therefore, the proposed project would

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		<p>result in a cumulatively considerable and significant noise impact associated with cumulative traffic noise, as is fully disclosed in the Draft and Final EIR.</p> <p>It is noted that all future projects subject to discretionary review under the proposed project would be required to be evaluated for noise/land use compatibility, including traffic noise/land use compatibility. Proposed General Plan Policy N 1.1, <i>Noise and Land Use Planning</i>, would require the integration of noise considerations into land use planning decisions to minimize new traffic noise impacts to or from new development. Proposed Policy N 1.2, <i>Interior Noise Level Standard</i>, would require the submittal of an acoustical analysis and interior noise insulation for all “noise sensitive” land uses that are determined to likely have an exterior noise level of 60 dBA Ldn or above, as shown on Figure N-2 of the General Plan (Figure 4.11-5, <i>Future Traffic Noise Contours</i>, in Chapter 4.11 of the Draft EIR). Similarly, proposed Policy N 1.3, <i>Exterior Noise Level Standard for Residential Uses</i>, would require the submittal of an acoustical analysis for all new multifamily common open space that have an exterior noise level of 60 dBA Ldn or above, as shown on Figure N-2 of the General Plan (Figure 4.11-5 in Chapter 4.11 of the Draft EIR).</p> <p>The acoustical analyses at the project level would include refined evaluation of noise/land use compatibility in order to more precisely identify the existing ambient noise environment affecting the subject site, typically achieved through baseline noise measurements with a sound level meter and/or calculating traffic noise from surrounding roadway facilities with regulatory traffic noise models. The location-specific baseline noise measurements and/or traffic noise calculations presented in the acoustical analyses either</p>



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PUB6-13	1. Existing noise contours - the areas along S Amphet/Idaho are in the 65-70 dab range. Since higher sound walls haven't been constructed along Highway 101, can the City plant more trees along the sound wall between Poplar and 3rd Avenue and 5th Avenue and Folkstone. North Central, Central, and Sunnybrae would benefit. Italian Cypress trees	<p>demonstrate the noise/land use compatibility between a proposed land use and location or assist with the characterization of the ambient noise environment in a manner that allows for implementation of the appropriate noise attenuation measures necessary to protect the new noise-sensitive land use. Beyond these protective policy provisions, lead agencies have limited remedies at their disposal to effectively reduce traffic-related noise. Addressing traffic noise at the receiver rather than the source usually takes the form of noise barriers (i.e., sound walls). While constructing noise barriers along streets would reduce noise, the placement of sound walls between existing residences/businesses and local roadways would not be desirable as it would conflict with the community's aesthetic, design, and character, and is therefore deemed infeasible. Furthermore, such barriers would likely require property owner approval, which cannot be ensured. While measures such as encouraging ridesharing, carpooling, and alternative modes of transportation could reduce vehicle volumes, and are promoted by the City and by the proposed project, such measures cannot be relied upon to demonstrate a reduction in vehicle trips to the extent needed to ensure reduced vehicle noise levels below established thresholds. Therefore, with the proposed policies, the impact to noise has been reduced to the extent feasible and no further mitigation measures exist to reduce this impact to less-than-significant at the programmatic level.</p> <p>Vegetative screening, which can sometimes provide some small degree of noise reduction, is not typically considered as an adequate noise-reduction measure. Several reasons contribute to this, including the limited noise reduction capability of trees. While trees primarily act as a visual barrier, and they are not dense enough to effectively block or absorb</p>

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	will grow to 30 feet and will require little maintenance. Ryland Bay in Bay Meadows has trees planted along the sound wall. Page 403.	sound waves. Noise reduction with trees is typically limited to high-frequency sounds, such as those generated by birds, rather than the low-frequency, high-intensity sounds from sources like industrial equipment or traffic. Vegetative screening as a noise reduction mechanism is also limited by seasonal variability such as shedding leaves in the fall and regrowing them in the spring. When deciduous trees are bare during the winter, their noise-reducing capabilities are significantly reduced, and they offer less protection from noise. Additionally, trees take years to mature and grow to a size where they can provide any form of noise reduction, and can suffer mortality.
PUB6-14	2. Temporary construction noise - stagger the projects so the noise, GHG, truck impacts, vibration impacts are not so severe. There will be 17 new projects in Area 4. Five projects have been completed in the Downtown. Can you take the trucks out through state highways through El Camino Real, 92, to 101 to reduce the dust and toxic pollution. There can be up to 90 trucks a day from Windy Hill's Block 21 project. We need to reduce construction impacts in Equity Priority Neighborhoods. Page 408	As a program-level EIR, this EIR cannot predict the sequence of future projects within the EIR Study Area. Development will be permitted throughout the EIR Study Area subject to local review procedures and in compliance with applicable regulations and requirements. For discretionary approvals, applicable CEQA review will involve an evaluation of cumulative impacts, including construction-phase effects such as those noted by the commenter. Regarding construction noise, the City of San Mateo has established and enforces noise standards for construction activity for both daytime and nighttime hours. For instance, SMMC Section 7.30.060 exempts construction noise from noise standards so long as construction activities are restricted to weekdays between the hours of 7:00 a.m. and 7:00 p.m., on Saturdays between the hours of 9:00 a.m. and 5:00 p.m., and on Sundays and holidays between the hours of noon and 4:00 p.m.; and requires that the construction noise level at any point outside of the construction site does not exceed 90 dBA. It is common for cities to regulate construction noise in this manner because construction noise is temporary, short term, and intermittent in nature, and ceases upon completion of construction.

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PUB6-15	3. Place more receptacles and monitors for noise, construction vibrations and water down dust impacts between 3rd, 4th and 5th Avenues in Central and North Central Neighborhoods to monitor adverse environmental impacts with multiple new construction projects. Noise monitors are lacking on the map on page 394.	<p>Further, the proposed General Plan Noise Element would regulate the construction noise of larger development projects that demand intensive construction periods by requiring construction noise monitoring and reporting of noise levels throughout construction. A monitoring plan would be required to be prepared to include information on the monitoring locations, durations and regularity, the instrumentation to be used, and appropriate noise control measures to ensure compliance with the noise ordinance. Therefore, while the potential exists for construction projects under the proposed project and other foreseeable development to occur simultaneously and in proximity to one another, construction equipment operations would operate within the constraints of the SMMC and proposed General Plan Noise Element.</p> <p>Please see Response PUB6-14. Proposed General Plan Policy N 2.7, <i>Construction Noise and Vibration Monitoring</i>, would require construction noise limits and vibration monitoring around certain sensitive receptors. For larger development projects that demand intensive construction periods and/or use equipment that could create vibration impacts, proposed Policy N 2.7 would require a vibration impact analysis, as well as monitoring and reporting of noise/vibration levels throughout construction, consistent with industry standards.</p> <p>As discussed in Chapter 4.3, <i>Air Quality</i>, of the Draft EIR, future development under the proposed project would be required to comply with Mitigation Measure AQ-2 which requires implementation of Bay Area Air Quality Management District's (BAAQMD) best management practices for construction-related fugitive dust emissions. Dust-control measures include soil binders, chemical dust suppressants,</p>

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PUB6-16	4. Reduce the heights to 3 stories in land-use map especially 4th & 5th Avenues and west side of S Delaware in the Central Neighborhood - (Residential Low II). By reducing heights in (Mixed Use High I and Mixed Use High II) in the Downtown, this will reduce the cut-through traffic volumes and the noise impacts in the Central and North Central Neighborhoods.	covering stockpiles, permanent vegetation, mulching, watering, temporary gravel construction, synthetic covers, and minimization of disturbed area.  The comment is noted. As concluded in Chapter 4.11, <i>Noise</i> , and Chapter 4.15, <i>Transportation</i> , of the Draft EIR, the proposed project would result in less-than-significant noise and traffic impacts with the exception of a significant and unavoidable traffic noise impact to the segment of 1st Avenue between Ellsworth Avenue and B Street for which there are no additional feasible mitigation measures. The comment addresses General Plan policy and includes opinion, but does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB6-17	4.15 TRANSPORTATION 1. What does the reconstruction of the 3rd/4th Avenue Interchange consist of? When will this occur? We need better lighting for the pedestrians and bicyclists on the overpass at night. Page 486	The 3rd Avenue interchange location has been identified as a location that needs bicycle and pedestrian improvement as a part of the Countywide Bicycle and Pedestrian Plan. A further study will be conducted by Caltrans and/or the City/County Association of Governments of San Mateo County (C/CAG) to identify the physical improvements. The timeline for project construction will be established after the completion and approval of the physical improvements.
PUB6-18	2. Bicycle network - Bicycle boulevards include traffic calming and low traffic volumes such as 5th Avenue from S Delaware to S Amphlett. Keep 5th Avenue as a local street versus an Arterial. This is a conflict in the General Plan and needs to be addressed in the General Plan EIR. Page 494, Page 491 Proposed Street Classification Fig 4.15-1.	Please see Master Response 2, Roadway Classifications.
PUB6-19	3. 42% of GHG emissions in San Mateo originate from vehicular trips generated by San Mateo residents and businesses. Why does San Mateo generate such a high percentage of GHG emissions? We need solutions to	As identified in Table 4.7-5, <i>City of San Mateo GHG Emissions Forecast</i> , in Chapter 4.7, <i>Greenhouse Gas Emissions</i> , of the Draft EIR, the proposed project would be consistent with the current long-term legislative GHG reduction targets under Senate Bill 32 and Assembly Bill 1279, which is attributable to

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	increase deficiencies in transit, bicycle, and pedestrian modes. Page 495	statewide emission reduction strategies such as the California Air Resources Board's Advanced Clean Cars II and Advanced Clean Fleets Regulations. These statewide emission reduction strategies would reduce smog-forming emissions, promote zero-emission medium- and heavy-duty vehicles, and start the initiative toward the increase in sales of zero-emission trucks. Also noted in Chapter 4.7, page 4.7-26, of the Draft EIR, the proposed project contains various policies to minimize mobile-source emissions, including proposed General Plan Policy C 1.4, <i>Prioritize Pedestrian and Bicycle Mobility Needs</i> , Policy C 1.6, <i>Transit-Oriented Development</i> , and Policy C 2.1, <i>TDM Requirements</i> . The proposed project would encourage new development in designated Priority Development Areas (PDAs) and Transit Priority Areas (TPAs) throughout the EIR Study Area, which would promote the use of public transportation. In addition, the City's proposed CAP update also provides mandates for future development to encourage mobile emission reductions. Clean Transportation Fuels (CF) 2 through CF 4 of the proposed CAP promotes clean transportation fuels and EV charging stations within the community and Sustainable Transportation Fuels (ST) 1 through ST 7 encourages safe, reliable alternative transportation options. The proposed General Plan policies and proposed CAP update would serve to further support potential GHG reductions for future development under the proposed project. Furthermore, implementation of State measures and strategies to reduce Statewide GHG emissions, such as the Low Carbon Fuel Standard mandate or Renewables Portfolio Standard requirements, would also aid in reducing future mobile emissions.
PUB6-20	4. The proposed project increases the use of roadway facilities in the EIR study study. <i>[sic]</i> This increases cut-through traffic volumes, GHG emissions, VMT and noise	The Circulation Element promotes various types of TDM measures and active transportation infrastructure that are expected to help reduce trips and, therefore, GHGs in the

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	levels. Why are the current TDM strategies not working well?	future. Also, VMT was analyzed for the project and was determined to be less than significant. However, VMT for individual projects will be analyzed per CEQA requirements to determine individual project impacts. This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.
PUB6-21	5. Policy C 6.5 states to implement neighborhood traffic calming on residential streets to reduce cut-through traffic volumes to address noise impacts. We need to implement traffic calming on 5th and 9th Avenues from S Delaware to S Amhlett. Do not reclassify these streets to Arterials. Equity Priority Neighborhoods need more traffic calming. Page 500	Please see Master Response 2, Roadway Classifications.
PUB6-22	6. Policy C 6.6 - Do not put a truck route on 5th Avenue from S Delaware to S Amphlett on 5th Avenue a proposed bike boulevard. Do not put a truck route on S Humboldt from 4th to 9th Avenue. We need to make the streets safer for the bicyclists on 5th and S Humboldt, to and from the 3rd/4th Avenue overpass.	This comment includes opinion but does not address the adequacy of the Draft EIR. Modifications to the City's current truck route policy and map will require further study and are not included specifically in the General Plan. Information about the City's current truck policy and route map can be found online at: <a href="https://www.cityofsanmateo.org/2124/Truck-Route-Program">https://www.cityofsanmateo.org/2124/Truck-Route-Program</a> .
PUB6-23	7. Reduce VMT, GHG emissions, traffic volumes, diesel particulates, and noise on 5th and 9th Avenue with traffic circles and keep the 4-way stop signs. San Mateo Glendale Village has traffic circles and 4-way stop signs. Nelson Nygaard suggested long narrow traffic circles on 9th Avenue in the 2006 Central Neighborhood Long Term Strategy report, along with the TAP studies. Page 501 Equity Priority Neighborhoods	The Draft EIR analyses for VMT, GHG emissions, and traffic conclude that impacts of the proposed project would be less than significant. Air quality impacts relating to diesel particulates were found to be less than significant with the implementation of Mitigation Measures AQ-2 and AQ-3. While the proposed project would result in a significant and unavoidable traffic noise impact to the segment of roadway on 1st Avenue west of B Street, noise impacts on 5th and 9th Avenues were found to be less than significant. Regarding roadway classifications, please see Master Response 2, Roadway Classifications.
PUB6-24	8. Action - C 3.9 - Currently the Downtown Mall is on B Street from 2nd to 3rd Avenues. Please extend this	This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.

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PUB6-25	<p>Pedestrian Mall from 3rd Avenue to 5th Avenue to reduce the traffic volumes. Page 502</p> <p>Other Transportation questions in the Draft EIR:</p> <p>9. Increase Traffic Demand Measures (TDM) measures to reduce vehicle cut-through traffic through residential streets at 1st, 2nd, 3rd, 4th, 5th, and 9th Avenues and reduce traffic noise.</p>	<p>This comment includes opinion but does not address the adequacy of the Draft EIR. Therefore, no further response is required. The Draft EIR acknowledges that TDM mitigation programs will be adopted where feasible for individual projects based on the City's Transportation Impact Analysis guidelines.</p>
PUB6-26	<p>10. Reduce the heights to 3 stories in land-use map especially 4th &amp; 5th Avenues and west side of S Delaware in the Central Neighborhood - (Residential Low II). By reducing heights in (Mixed Use High I and Mixed Use High II) in the Downtown, this will reduce the cut-through traffic volumes through these streets.</p>	<p>This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.</p>
PUB6-27	<p>11. What are the ADT volumes on Peninsula and Poplar Avenues from Delaware to S Humboldt? Are they included in the Draft EIR? It is difficult to locate current ADT traffic volumes information on streets in the Draft EIR. Traffic volumes needs to be listed in the Table of Contents.</p>	<p>Average daily traffic (ADT) volumes are provided in Appendix D, <i>Noise Data</i>, of the Draft EIR, specifically in Appendix D2: Traffic Noise Calculations. As shown in Appendix D2 of the Draft EIR, the existing ADT on Peninsula Avenue between Humboldt Street and Delaware Street is 15,928, and projected to be 17,910 with the General Plan; and existing ADT on Poplar Avenue between Humboldt Street and Delaware Street is 7,823 and projected to be 8,003 with the General Plan.</p>
PUB6-28	<p>12. What is the percentage of Burlingame traffic that use the Poplar Exit in San Mateo?</p>	<p>The traffic model does not readily provide this type of traffic information; and any such information or modeling would be speculative. This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.</p>
PUB6-29	<p>13. What is the percentage of traffic from the Poplar Exit will redirect to 3rd, 4th, and 5th Avenues if the Peninsula Interchange is built? Has that traffic volume been included in the ADT numbers for 3rd, 4th, 5th Avenues and S Humboldt in the Draft EIR for 2040?</p>	<p>The traffic model does not readily output this information. The cumulative analysis included in the Draft EIR does include the new proposed interchange at Peninsula Avenue and has accounted for shifts in ADT traffic to Peninsula Avenue and to 3rd/4th Street interchanges. It should be noted that while this project is currently on hold, the project-level analysis would</p>



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PUB6-30	14. We need a separate study for the 6 grade separations. Why do we need these many separations between 1st Avenue and 9th Avenues, if new developments are suppose to use Caltrain? Why doesn't Peninsula Avenue have a grade separation? Grade separations are designed to move more vehicular traffic and grade separations will increase VMT and diesel particulates in the Equity Priority Neighborhoods. What other mitigations do you propose to reduce these additional adverse environmental impacts?	be completed if this project moves forward to identify and address potential operational deficiencies at intersections where traffic has been redirected as a result of the project. This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.  The City is conducting separate grade separation studies independent of the General Plan. More information about the project could be found here: <a href="https://www.cityofsanmateo.org/2279/Train-Horn-Noise">https://www.cityofsanmateo.org/2279/Train-Horn-Noise</a> . This comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.
PUB6-31	15. Central has been an underserved neighborhood and the Equity Priority boundaries should be extended to 9th Avenue (both sides) and include streets from Delaware to S Amphlett. This Draft EIR for 2040 is proposing 5 arterials in the Central Neighborhood with no residential protections. We do not want any parking removed on 5th Avenue or adding more traffic lanes. We need to reduce the traffic noise and volume, decrease the VMT, and the diesel particulates. In 2006, the TAP studies gave us 2250 to 3390 cars on 5th and now this will increase to 10,210 ADT with existing and new projects. Do not reclassify 5th and 9th Avenues, but keep the current street classifications for these 2 streets.	Equity Priority Communities are those that are disproportionately burdened by environmental pollution and negative socioeconomic outcomes. The proposed General Plan 2040 identifies Equity Priority Communities based on both local knowledge and CalEnviroScreen 4.0, a tool that measures pollution and population characteristics using 21 indicators, such as air quality, hazardous waste sites, asthma rates, and poverty. The cumulative CalEnviroScreen percentile score for the Census tract referenced in this comment is 48, meaning that 52 percent of California Census tracts have greater pollution and socioeconomic burdens. The Central neighborhood does not currently meet the criteria that General Plan 2040 uses to identify Equity Priority Neighborhoods.
PUB6-32	16. What is causing traffic to decrease on 3rd and 4th Avenues between S	Please see Master Response 2, Roadway Classifications. The traffic information is listed by segment and not time period. Traffic increase and decrease by segment depends on

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PUB6-33	<p>Humboldt and Delaware and increase on 5th Avenue a local street east of S Delaware in these projections? Traffic has increased on S Delaware between 5th and 9th Avenues since 2015, and construction workers are now parking on S Delaware between 7th and 9th Avenues, and 7th Avenue between Delaware and Eldorado.</p> <p>Developers need a parking plan for their construction workers, or park on the vacant lot at Block 21. Page 993</p> <p>17. Neighborhood Traffic Management Program is a living document and needs to be updated to better address cut-through traffic volumes. It needs more flexibility to address the traffic impacts on local, collector and arterials in residential neighborhoods.</p> <p>Thank you.</p>	<p>the proximity to major land use and roadway intersections. Please also see Master Response 2, Roadway Classifications. The comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.</p> <p>As described in Master Response 2, Roadway Classifications, two related actions have been added to the proposed General Plan 2040 following the publication of the Draft EIR. Proposed Action C 6.9 has been added to explore whether traffic calming should be provided on neighborhood streets designated as minor arterials and collectors, and proposed Action C 6.13 has been added based on the City's intention for its Complete Streets Plan to be used for roadway classifications within the city. Please see Master Response 2 for additional information related to roadway classifications and volumes.</p>
<b>PUB7</b>	<b>9/12/2023</b>	<b>Michael Weinbauer</b>
PUB7-1	Commissioners - I'm writing to comment on the draft General Plan 2040 EIR, specifically sections 4-2 Air Quality, 4-3 Biological Resources, 4-5 Energy, 4-10 Land Use and Planning, and 4-13 Population and Housing.	The comment serves as an introduction to the comments that follow. Please see Responses PUB7-2 through PUB7-27.
PUB7-2	Overall, this EIR and the proposed General Plan make a lot of assumptions that people will not drive, and that transportation will be readily available - these are not reasonable current or foreseeable future realities. This EIR and the GP plan for unlikely and extreme levels of growth - 40%! - that will materially worsen air quality, traffic, and other key areas as indicated by "significant and unavoidable" determinations. Why are we planning for such absurd	The buildout projections included and analyzed in the Draft EIR represent an estimate of the level of growth that may occur in the EIR Study Area by 2040. Chapter 3, <i>Project Description</i> , page 3-19, of the Draft EIR states: "The projections represent the City's estimation of 'reasonably foreseeable' development that could occur over the next 20 years under the General Plan and are used as the basis for the EIR's environmental assessment." Buildout of the proposed

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Comment #	Comment	Response
	growth levels?	project does not commit the City to constructing new development. Potential future developments under the proposed project would be subject to federal, State, and local regulations, including the proposed General Plan goals, policies, and actions, should the proposed project be approved and implemented.
	This EIR and the proposed General Plan focus a lot on per capita statistics. We cannot lose sight of the absolute numbers here, however. Growth/worsening/increases in population	
PUB7-3	This EIR and the proposed General Plan claim throughout to require balancing jobs and office. Given the massive current imbalance, the focus should be almost entirely on housing. And not luxury, rental-only housing - affordable housing. And existing housing stock should be preserved as it is generally more affordable, and gets replaced (gentrified) by unaffordable housing, of which there is no shortage in San Mateo.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-4	Furthermore, this report uses a lot of non-committal language - "suggest", "promote", "support", "encourage". These are meaningless without concrete legislation, quantifiable targets that someone is accountable for, and funding to ensure aspirational plans are actually put in place, and impacts are truly understood and mitigated. We've seen way too many examples of pie-in-the-sky desires that never materialize because of language like this. You get your project, developers get rich - what do our neighborhoods get? Blight, noise, pollution, traffic, crime, displacement...the list goes on and on.	This comment asserts that certain language used in the Draft EIR is non-committal and hence meaningless. The language referred to is used due to the Draft EIR quoting specific goals, policies, and actions from the proposed General Plan. Both proposed General Plan 2040 and this EIR are based on the assumption that the City has invested time and resources into crafting goals, policies, and actions in the proposed General Plan that will be adopted and implemented, consistent with State law. The General Plan sets policy and hence the policy language provides general guidance and direction. The implementation of a General Plan occurs through standards and requirements within the municipal code and other technical documents. For most topics analyzed in the Draft EIR, the proposed General Plan goals, policies, and actions are supported and reinforced by other adopted City standards and procedures, as well as by regional, State, and federal regulations and plans.

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		<p>CEQA Guidelines Section 15183.3 regarding streamlining for infill projects--which, given the built-out nature of San Mateo, almost all future projects in San Mateo would be--recognizes and encourages the use of "uniformly applicable development policies or standards" and defines these as: "policies or standards adopted or enacted by a city or county, or by a lead agency, that reduce one or more adverse environmental effects. Examples of uniformly applicable development policies or standards include, but are not limited to: (A) Regulations governing construction activities, including noise regulations, dust control, provisions for discovery of archeological and paleontological resources, stormwater runoff treatment and containment, protection against the release of hazardous materials, recycling of construction and demolition waste, temporary street closure and traffic rerouting, and similar regulations. (B) Requirements in locally adopted building, grading and stormwater codes. (C) Design guidelines. (D) Requirements for protecting residents from sources of air pollution including high volume roadways and stationary sources. (E) Impact fee programs to provide public improvements, police, fire, parks and other open space, libraries and other public services and infrastructure, including transit, bicycle and pedestrian infrastructure and traffic calming devices. (F) Traffic impact fees. (G) Requirements for reducing greenhouse gas emissions, as set forth in adopted land use plans, policies, or regulations. (H) Ordinances addressing protection of urban trees and historic resources." The City of San Mateo has adopted uniformly applicable development policies and standards in each of these categories to further support and enforce the policies and actions of the General Plan as individual development projects are proposed and considered.</p>

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Comment #	Comment	Response
PUB7-5	Calls for "decarbonizing housing stock" are rife in this document. We have very serious doubts about rushing the timelines for electrification, given PG&E's inability to support existing demand, as well as significant costs to property owners for conversion if forced. This should be more of a carrot (incentive-based) than stick approach.	As noted in Table 4.7-3, <i>Priority Strategies for Local Government Climate Action Plans</i> , in Chapter 4.7, <i>Greenhouse Gas Emissions</i> , of the Draft EIR, the California Air Resources Board recommends priority strategies for incentive programs to implement energy efficiency retrofits (e.g., weatherization and replacing energy-intensive appliances with more efficient systems) and to electrify all appliances and equipment in existing buildings. The increase in electricity demand for the EIR Study Area is approximately 0.1 percent of PG&E's projected energy supply in 2035, therefore there will be sufficient electrical supply and existing infrastructure to serve the future increase in population within PG&E's service areas. Potential future development would be required to comply with current and future updates to the California Energy Code and CALGreen, which would contribute to reducing overall energy demand. In addition, the City encourages the installation of local renewable resources, such as rooftop solar energy systems, which will reduce the cost of electricity for the community and enhance the local economy. By expanding on-site electricity generation and storage, San Mateo will help minimize the impact of grid failures and power disruptions.
PUB7-6	<p>Central will be heavily impacted by the proposed general plan, with distorted zoning categories that effectively eliminate instead of protect our neighborhoods (eg Residential Low I is 1-3 stories and 9 units/acre) - there needs to be a Residential Low 1a - 1-2 stories max category).</p> <p>Roughly 1/3 of Central is considered an environmental justice/overburdened/equity priority community (Railroad to 101, 4th-5th), 100% is within 4 blocks. Central has a high percentage of rentals, a high concentration of construction projects, lower income residents, higher traffic volumes and</p>	The comment is noted. The comment expresses concerns regarding the potential impacts of the proposed project and associated policies related to heights and densities, but does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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Comment #	Comment	Response
PUB7-7	<p>accident rates, and is in the 70-80th percentile for air quality. As such, our neighborhood should be considered for any and all mitigation policies and actions tied to those communities listed in this EIR.</p> <p>Specifically with regard to 4-2 Air Quality: Placement of AQ receptors and ongoing monitoring and remediation (page 25) - it is important these are funded, implemented, monitored and enforced. Language needs to be stronger, quantifiable, and should have funding and accountability defined.</p>	<p>BAAQMD's Planning Health Places provides a list of recommendations for lead agencies to use for projects that introduce new sensitive receptors within certain screening distances. These best practices include tactical practices and technologies that reduce local traffic emissions, increase site buffering between receptors and emission sources, or alter the design of proposed projects to remove receptors from locations expected to experience the highest pollutant concentrations.</p> <p>Furthermore, Mitigation Measure AQ-3, as outlined in Chapter 4.2, <i>Air Quality</i>, on page 4.2-61, of the Draft EIR, would require future projects that could potentially exceed BAAQMD's adopted operation threshold of significance to incorporate mitigation measures to reduce long-term air pollutant emissions during operational activities. These identified measures shall be included as part of the conditions of approval or the MMRP adopted for the project as part of the project CEQA review (see Appendix H, <i>Mitigation Monitoring and Reporting Program</i>, of this Final EIR).</p> <p>Lastly, proposed General Plan Policy COS 4.4, <i>Activity Near Sensitive Receptors</i>, and Policy COS 4-8, <i>Truck Facilities</i>, would aid in reducing the exposure of sensitive receptors specifically in Equity Priority Communities and Overburdened Communities to Toxic Air Contaminants (TACs) and particulate matter (PM2.5). These proposed policies aim to limit truck idling within the EIR Study Area and overall support the BAAQMD rules to reduce emissions from mobile sources. The</p>

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Comment #	Comment	Response
		proposed policies also require collaboration efforts with BAAQMD and the City to reevaluate permit processes, outline objectives and strategies for monitoring air pollution, and monitor key health indicators to measure the success of the outcome of the proposed General Plan policies and implementation actions.
PUB7-8	Central's Air Quality 70-80th percentile (page 27) High (50th percentile) incidence of asthma (page 28) High concentration of "permitted stationary sources" of pollutants (ie gas stations, diesel generators, body shops, dry cleaners, manufacturing/light industrial/car repair)	The comment refers to pages in Chapter 4.2, <i>Air Quality</i> , of the Draft EIR but does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-9	Page 39 - mentions the expected buildout under the proposed project would exceed the Plan Bay Area 2040 regional growth projections for housing by 32 percent and population by 25 percent. Why aren't we scaling this back given population decreases in CA and the Bay Area, coupled with the significant impacts on our neighborhoods?	As discussed in Chapter 4.13, <i>Population and Housing</i> , on page 4.13-9, of the Draft EIR, the regional projections used to compare growth at the city level were from Plan Bay Area 2040 and not the updated Plan Bay Area 2050, which does not provide growth projections at the city level to enable comparison to local plans. However, housing and job growth as a result of implementation of the proposed General Plan 2040 would be within Plan Bay Area 2050 projections of a 48 percent increase of housing units and 29 percent increase of jobs at the county level. Please also see Response PUB7-2 regarding planned growth. As stated on page 4.13-9 of the Draft EIR, approximately 33 percent of projected residential growth would come from the City's 2023-2031 Regional Housing Needs Allocation (RHNA) of 7,015 units, which is housing capacity required by the California Housing Law and not by the City.
PUB7-10	Page 43 - calls for human scale design, active use facilities, GD-6: develop and maintain an active urban fabric that reflects San Mateo's unique visual and architectural character.	The comment is noted. The City Council, on November 20, 2023 adopted Objective Design Standards for new residential and mixed use projects in the city. The comment does not



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	We need high quality, community-accepted, objective design standards and other mechanisms to ensure this happens beyond lip service.	address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-11	Page 46 CD-3 - Protect heritage trees, street trees, street tree equity. We specifically asked that some trees from Block 21 be protected. Some had to be over 25 years old, and were healthy. Instead, they were all cut down, and now we have a dozen+ tree stumps and a dirt lot. We need to do better.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-12	Page 49 - VMT grows from 2.7m to 3.5 in 2040, an increase of nearly 30%! Regardless of VMT per capita, this will still worsen traffic and air quality.	The Draft EIR discloses VMT effects, and the increase in total VMT was accounted for in the transportation and air quality analyses in the Draft EIR in Chapter 4.15, <i>Transportation</i> , and Chapter 4.2, <i>Air Quality</i> , respectively. The comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.
PUB7-13	<p>The proposed General Plan results in ~50% growth in air pollutants, ESP COMPARED TO NO PROJECT where they decrease (below). While we realize no project isn't viable, there is a more moderate growth path that maintains or even improves AQ.</p> <p>AQ-3-6 are all "significant and unavoidable" impacts. Any way you slice this, air quality gets worse!</p>	<p>The comment states that implementation of the proposed General Plan would result in approximately 50 percent growth in criteria air pollutants. As shown in Table 4.2-10, <i>Proposed Project Criteria Air Pollutant Emissions Forecast (Scenario 1, Comparison to Existing Conditions)</i>, and Table 4.2-11, <i>Net Change in Regional Criteria Air Pollutant Emissions Forecast (Scenario 2, Comparison to Future No Project Conditions)</i>, in Chapter 4.2, <i>Air Quality</i>, of the Draft EIR, criteria air pollutants would increase for all criteria air pollutants with implementation of the proposed project, but not at a rate of a 50 percent increase. When compared to Scenario 2 (Future No Project Conditions), the proposed project scenario would lead to an increase in volatile organic compounds from consumer products used in residential development and a decrease in nitrogen oxide (NOx) emissions despite the growth associated with the proposed project. The comment incorrectly states</p>

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Comment #	Comment	Response
		that impact discussions AQ-3 through AQ-6 in Chapter 4.2 of the Draft EIR concluded with significant and unavoidable impacts. Impact discussion AQ-5 in Chapter 4.2, page 4.2-68, of the Draft EIR concluded a less-than-significant impact regarding odor emissions affecting a substantial number of people. Although the other impact discussions were determined to have a significant and unavoidable impact, Mitigation Measures AQ-2, AQ-3, AQ-4, and implementation of the proposed General Plan policies identified in Chapter 4.2 of the Draft EIR would serve to minimize potential adverse impacts related to short-term and long-term regional criteria air pollutant emissions to the extent feasible compared to a No Project scenario.
PUB7-14	Specifically with regard to 4-3 Biological Resources: Again trees are highlighted - preservation, planting, replacement, street tree equity, etc. As per above, we need to do better.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-15	Specifically with regard to 4-5 Energy: The EIR claims decreased usage per capita - but absolute usage will increase dramatically - upwards of 40%.	As shown in Table 4.5-3, <i>Year 2040 Forecast Electricity Consumption</i> , in Chapter 4.5, <i>Energy</i> , of the Draft EIR, total electricity usage would increase by 177,799,653 kWh per year, a 33-percent increase from existing conditions. However, service population would also increase by 68,940 people at forecast year 2040. Therefore, with consideration of service population growth, the per service population electricity consumption was estimated to decrease from 3,140 kWh per person per year in 2019 to 2,979 kWh per person per year in 2040 (a reduction of approximately 161 kWh annually).
PUB7-16	Again with "decarbonizing housing stock" - We have very serious doubts about rushing the timelines for electrification, given PG&E's inability to support existing demand, as well as significant costs to property owners for	The comment expresses concern regarding decarbonization but does not express a specific concern regarding the analysis in the Draft EIR. Please see Response PUB 7-5 regarding electricity demand.

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Comment #	Comment	Response
PUB7-17	<p>conversion if forced. This should be more of a carrot (incentive-based) than stick approach.</p> <p>MTA/ABAG/CCAG etc focus on PDA/TPA - We do not have good transit, and it's not getting better. If anything it's getting worse with BART, CalTrain, and SamTrans ridership woes. Without T - ToD is just "D". Build the T, then let's talk about ToD, otherwise every assumption here is wrong. TDM - great idea in theory but there are numerous developments using TDM already. Where's the data on this - is it really working before we bet heavily on it?</p>	<p>The transportation analysis accounts for all future transit programs by BART, Caltrain, and SamTrans. Building near existing transit is reflected in the improved mode split for transit and non-motorized modes.</p> <p>The Draft EIR acknowledges that TDM mitigation programs are challenging to measure and monitor at a citywide scale due to multiple influences, externalities, and causality with the limited research and guidance available. However, on a development scale, TDM does result in trip and VMT reduction.</p>
PUB7-18	<p>(Page 26) Goal C-5: Make transit a viable transportation option for the community by supporting frequent, reliable, cost-efficient, and connected service.</p> <p>Policy C 5.1: Increase Transit Ridership. Support SamTrans and Caltrain in their efforts to increase transit ridership.</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
PUB7-19	<p>The above is very aspirational. Again w the "supporting" verbiage - need concrete commitments/requirements</p> <p>Specifically with regard to 4-10 Land Use and Planning: GP 2030 is cited a lot in here - is this a typo? Should be 2040?</p>	<p>References to General Plan 2030 in Chapter 4.10, <i>Land Use and Planning</i>, of the Draft EIR are correct and not a typo. These references pertain to the current General Plan and existing land use designations.</p>
PUB7-20	<p>Measure Y - This paragraph is incomplete, and Y does not allow for off-site development - requires onsite and no in-lieu fees paid. Please fix this so the public is properly and accurately informed.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, the information provided on Measure Y in Chapter 4.10, <i>Land Use and Planning</i>, of the Draft EIR has been revised to complete the paragraph.</p>

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Comment #	Comment	Response
PUB7-21	Proposed zoning categories are distorted and effectively eliminate single family zoning. Furthermore, categories don't mention state density bonus and state laws that grant additional stories and floor area BY RIGHT. This is not what San Mateans want. They support growth along with preservation of neighborhoods and historic assets. That is why Measure Y was passed, and has been renewed in essence, for 25 years. It is also important to realize that Measure Y helps affordable housing ACTUALLY GET BUILT, instead of allowing developers to pay significantly cheaper in-lieu fees to avoid it. Finally Measure Y stipulates that any zoning over the limits specified by Measure Y will require approval of the voters, which absent a good General Plan that is acceptable to a majority of voters, is unlikely to happen.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-22	Balance (Page 14) - restatement of same goal of balancing housing and office and housing diversity. This EIR and the proposed General Plan claim throughout to require balancing jobs and office. Given the massive current imbalance, the focus should be almost entirely on housing. And not luxury, rental-only housing - affordable housing. And existing housing stock should be preserved as it is generally more affordably, and gets replaced (gentrified) by unaffordable housing, of which there is no shortage in San Mateo.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-23	Specifically with regard to 4-13 Population and Housing: Page 39 - As discussed in Chapter 4.13, Population and Housing, of this Draft EIR, the expected buildout under the proposed project would exceed the Plan Bay Area 2040 regional growth projections for housing by 32 percent and population by 25 percent. Why are we building so much given all the negative impacts?	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted. Please see Response PUB7-2 regarding planned growth and Response PUB7-9 regarding regional growth projections.

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Comment #	Comment	Response
PUB7-24	Page 12 - Community benefits - in addition to design standards, quantify and enumerate "community benefit" and get input from community as to what qualifies. "Give to get" from developers.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-25	Page 13 - Goal LU-13  Goal LU-13: Maintain Development Review and Building Permit processes that are comprehensive and efficient. § Policy LU 13.1: Development Review Process. Review development proposals and building permit applications in an efficient and timely manner while maintaining quality standards in accordance with City codes, policies, and regulations, and in compliance with State requirements.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB7-26	With regard to the above - the planning process should be efficient, but should NOT attempt to short-circuit public input, as this commission has suggest/attempted to do. This EIR suggests that there wouldn't be displacement. The reality is that development almost always means displacement and gentrification. Existing affordable units being replaced by office and luxury housing doesn't help the affordability crisis or the jobs/housing imbalance.	As concluded in Chapter 4.13, <i>Population and Housing</i> , page 4.13-13, of the Draft EIR, future development under the proposed project is anticipated to result in a net increase in density and utilization of infill or underutilized sites in existing urban areas, primarily in the ten General Plan Land Use Study Areas. Therefore, displacement of people or housing would be temporary as redevelopment occurs. While the proposed project focuses on infill development that may occur as redevelopment, it does not call for any large-scale development that would be considered to result in substantial displacement of existing housing. The scale of temporary removal of housing would be typical for urban development projects. Furthermore, small levels of displacement that may occur would be addressed through compliance with proposed General Plan goals, policies, and actions.

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Comment #	Comment	Response
PUB7-27	It's critical we get this right. Thank you for your consideration, and for considering the needs and desires of ALL San Mateans.	The comment serves as a conclusion to the preceding comments. Please see Responses PUB7-1 through PUB7-26.
<b>PUB8</b>	<b>9/18/2023</b>	<b>Lisa Taner</b>
PUB8-1	<p>All,</p> <p>The enormity of detail in the General Plan Update and process is enough to spin heads, and the average resident would need to play a lot of catch up to understand some of the greater points, much less the finer ones. While staff has done a tremendous amount of work, and there has been an endeavor to work with the community, it is a glaring failure to note the limited options of only 'maximum growth' or 'no growth' as presently reflected in the Draft EIR.</p> <p>The residents have been clear in their desire to have moderate growth in their city, and if this failure was known more widely, there would be a clamoring of upset folks knocking on your doors. There is time to rectify this. Please return to the drawing board and ensure that more options are fleshed out to incorporate the wishes of your taxpayers.</p>	Please see Master Response 3, Lower Growth Alternative.
<b>PUB9</b>	<b>9/19/2023</b>	<b>Keith Weber</b>
PUB9-1	<p>Attached please find my letter regarding the San Mateo General Plan Draft EIR. The focus of the letter is the absence of "reasonable" alternatives as required by CEQA.</p> <p>Although Alex is not directly involved in the EIR process, I have copied him on this email because the lack of reasonable alternatives has a "thumb on the scale" effect regarding Measure Y and the clear preference of voters for moderate growth.</p>	The comment serves as an introduction to the comments that follow. Please see Responses PUB9-2 through PUB9-5.

## RESPONSE TO COMMENTS

Comment #	Comment	Response
	Thank you for the opportunity to comment on the DEIR. Keith Weber	
PUB9-2	The Draft EIR (DEIR) for the 2040 Draft General Plan is inadequate and incomplete because it fails to evaluate a “reasonable range” of alternatives as required by CEQA.	Please see Master Response 3, Lower Growth Alternative.
PUB9-3	During the public outreach phase of the General Plan, the City identified four feasible alternatives: the “No Project” alternative plus three others (Alternatives A, B, and C), each with incrementally greater growth potential and impacts. All four alternatives met or exceeded the housing and economic growth objectives of the General Plan revision. The City Council chose the alternative with the maximum development potential as their preferred alternative (the “project”).	The General Plan Update process included the creation and evaluation of three land use and transportation alternatives, Alternatives A, B, and C. All three alternatives had similar amounts of job growth. Alternative A allowed the least amount of residential growth and the lowest densities and heights. Alternative A was projected not to meet anticipated future RHNA cycles beyond 2031 and to result in fewer residents within close proximity to transit. Alternatives B and C were projected to be likely to meet and exceed, respectively, anticipated future RHNA cycles. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB9-4	<p>The California Environmental Quality Act (CEQA) requires the analysis of a “range of reasonable alternatives to the project which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project, and evaluate the comparative merits of the alternatives.”</p> <p>The Draft EIR evaluates only two alternatives:</p> <ol style="list-style-type: none"> <li>1. No Project</li> <li>2. Reduced Traffic Noise Alternative, which, according to the EIR, “would accommodate the same amount of proposed development as the proposed project.”</li> </ol> <p>CEQA considers alternatives to involve changes to the project’s “scope, design, extent,” and “intensity.” But, the</p>	Please see Master Response 3, Lower Growth Alternative.



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Comment #	Comment	Response
PUB9-5	<p>DEIR fails to offer alternatives that address these possible changes. Instead, it gives us the same amount of development as the project - an alternative in name only. By disregarding the less impactful alternatives offered to the public and preferred by much of the citizenry, the DEIR provides an all-or-nothing choice between maximum buildout or no project at all. The clear message voters sent to City Hall with the passage of Measure Y is their wish to accommodate moderate growth - to find a compromise between extreme growth and no growth. The DEIR is a tone deaf failure in this regard, presenting the public with only a choice between two extremes.</p>	
	<p>One of the purposes of an EIR is to identify alternatives to a proposed project and evaluate the comparative merits of feasible alternatives. Instead of providing the public with seriously considered alternatives, the DEIR offers a Sophie's choice. CEQA requires more and the public deserves better. In order to satisfy the CEQA requirement that "an EIR shall describe a range of reasonable alternatives to the project," the feasible alternatives previously identified publicly as Alternatives A and B, must be evaluated and the Draft EIR recirculated for it to meet the threshold of adequacy demanded by CEQA and expected by the public. The additional alternatives analysis represents significant new information and therefore requires recirculation of the Draft EIR, as explained in CEQA Guidelines Section 15088.5. RECIRCULATION OF AN EIR PRIOR TO CERTIFICATION.</p>	<p>Please see Master Response 3, Lower Growth Alternative. A lower growth alternative was considered but rejected because it was infeasible and would not meet project objectives nor reduce the significant effects of the proposed project. Please also see Response ORG1-18 regarding recirculation.</p>
<b>PUB10</b>	<b>9/22/2023</b>	<b>Lisa Maley</b>
PUB10-1	<p>Dear Manira, Please find my comments on the DEIR below.</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses PUB10-2 through PUB10-5.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
PUB10-2	<p>Thank you.</p> <p>Lisa</p> <p>Response to Draft EIR</p> <p>The Noise Element in the DEIR does not address the harmful effects of low frequency noise or discuss the mitigation of such. Besides traffic as a source, HVAC heatpump units are a common source of low frequency noise pollution. San Mateo's Climate Action Plan (CAP) requires the installation of electric appliances or the conversion of gas appliances to electric appliances. Many heat pumps will be located inside and outside of residences and will not only affect inhabitants but neighboring properties.</p>	<p>Stationary sources of noise, including HVACs and other mechanical equipment, are addressed in Chapter 4.11, <i>Noise</i>, pages 4.11-35 and 4.11-36, of the Draft EIR. As described, SMMC Chapter 7.30 establishes regulations to protect the inhabitants of the city against all forms of nuisances, including stationary sources noise such as HVAC equipment and heat pump units. Stationary sources of noise that are identified as exceeding the noise standards established by SMMC Chapter 7.30 are required to implement noise-reduction measures in order to reduce their noise to acceptable levels.</p>
PUB10-3	<p>The potential noise problem from the humming of multiples air source heat pumps has prompted an official UK government review (2023) by the Department for Environment, Food, and Rural Affairs. Low Frequency Noise is recognized by the WHO as an environmental problem and states the following in their publication on Community Noise:</p> <p>"It should be noted that low frequency noise, for example, from ventilation systems can disturb rest and sleep even at low sound levels"</p> <p>"For noise with a large proportion of low frequency sounds a still lower guideline (than 30dBA) is recommended"</p> <p>"When prominent low frequency components are present, noise measures based on A-weighting are inappropriate"</p> <p>"Since A-weighting underestimates the sound pressure level of noise with low frequency components, a better assessment of health effects would be to use C-weighting"</p> <p>"It should be noted that a large proportion of low frequency components in a noise may increase considerably the adverse effects on health"</p>	<p>Please see Response PUB10-2 regarding the analysis related to noise sources and compliance with the City's noise standards.</p>

RESPONSE TO COMMENTS

Comment #	Comment	Response
PUB10-4	<p>"The evidence on low frequency noise is sufficiently strong to warrant immediate concern" Europe, ahead of us in terms of heat pump use, is dealing with the noise complaints associated with them:</p> <p>German Environment Agency guideline information March 2017</p> <p>Complaints about low-frequency humming noises have become more frequent in recent years – especially in residential areas. The quiet, constant hum of air source heat pumps, air-conditioning systems or district heating stations in otherwise quiet neighbourhoods is often considered disturbing, even if the noise levels comply with statutory limit values. A guide by the German Environment Agency (UBA) advises all the parties of construction projects to consider the noise emissions of such large facilities in the early planning phase of a project. Once systems which hum are in operation, there are virtually no technical means to eliminating low-frequency noise.</p> <p>The EIR states that the San Mateo Noise Ordinance will protect people from health impacts however this ordinance is nearly 20 years old and does not even address interior noise in single family homes generated outside the property. It falls short in many other areas especially when compared to other newly adopted ordinances of surrounding Cities and the latest medical studies. The ordinance specifically states the regulations apply to a “reasonable person of normal sensitivities” which excludes those with misophonia or hypercusicus, both considered a disability by the ADA. The potential liability of this bias should be reason enough for San Mateo to update their noise ordinance.</p> <p>The current ordinance does not account for low frequency/tonal noise or the cumulative impacts from</p>	<p>The comment is noted. Additionally, it is noted that proposed General Plan Policy N 1.2, <i>Interior Noise Level Standard</i>, states that the maximum interior noise level within any sensitive receptor shall not be exposed to 45 dBA (Ldn) by new development in any habitable rooms, as established by the California Building Code.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
PUB10-5	<p>multiple heat pumps. If the EIR contemplates the noise ordinance as a mitigation measure to protect the health of the community it should consider that the current noise ordinance needs to be updated to address the impacts of the 2040 General Plan.</p> <p>The EIR states that the “noise in the community has often been cited as a health problem, not in terms of physiological damage” however several studies have shown that community noise is associated with cardiovascular problems. The Internal Journal of Preventive Medicine 2022 article (Foroughharmajda, Asadya, Pereirab, Fuentec), Is enough Attention Paid to the health effects of low-frequency noise in today’s society? It is cited that exposure to lower frequency airborne pressure wave can cause cellular and tissue damage along with widespread vascular involvement.</p>	<p>The comment references a section of Chapter 4.11, <i>Noise</i>, of the Draft EIR that discusses community noise. As stated in Chapter 4.11, pages 4.11-1 and 4.11-2, of the Draft EIR, community noise varies continuously over a period of time with respect to the contributing sound sources of the community noise environment. Community noise is primarily the product of many distant noise sources, which constitute a relatively stable background noise exposure, with the individual contributors unidentifiable. The background noise level changes throughout a typical day, but does so gradually, corresponding with the addition and subtraction of distant noise sources such as traffic and atmospheric conditions. What makes community noise constantly variable throughout a day, besides the slowly changing background noise, is the addition of short duration single event noise sources (e.g., aircraft flyovers, motor vehicles, sirens), which are readily identifiable to the individual receptor. These successive additions of sound to the community noise environment vary the community noise level from instant to instant, requiring the measurement of noise exposure over a period of time to legitimately characterize a community noise environment and evaluate cumulative noise impacts.</p> <p>As stated in Chapter 4.11, page 4.11-4, of the Draft EIR, "Noise in the community has often been cited as a health problem, not in terms of actual physiological damage, such as hearing impairment, but in terms of inhibiting general well-being and contributing to undue stress and annoyance. The health</p>

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Comment #	Comment	Response
		<p>effects of noise in the community arise from interference with human activities, including sleep, speech, recreation, and tasks that demand concentration or coordination. Hearing loss can occur at the highest noise intensity levels." A review of the Internal Journal of Preventive Medicine article, "Is Enough Attention Paid to the Health Effects of Low-Frequency Noise in Today's Society" identifies a discussion of the potential negative effects of noise exposure that does not necessarily contradict the Draft EIR. Additionally, the article notes that, "more studies are needed to examine how ILFN [Infrasound and Low Frequency Noise] affects body tissues from a biological and pathobiological point of view" and that, "it should be noted that not many studies have been done on the relationship between LFN [Low Frequency Noise] exposure and hearing loss." Currently, there is a lack of consensus within the scientific community regarding the potential health effects of low-frequency noise. Some studies report associations between infrasound exposure and certain symptoms, while others find no significant effects. The variability in study designs, methodologies, and sources of infrasound contributes to the complexity of the issue. Due to the uncertainties surrounding the effects of low-frequency noise, the proposed General Plan does not set standards for exposure limits. Due to the still speculative inquiry related to the potential negative effects of low-frequency noise, it is overly speculative and inappropriate to analyze as an impact of the proposed project impact.</p>
<b>PUB11</b>	<b>9/23/2023</b>	<b>Erika Gomez</b>
PUB11-1	We recognize this can sometimes be a thankless job. So let me first say Thank You for considering our neighborhood concerns.	The comment serves as an introduction to the comments that follow. Please see Responses PUB11-2 through PUB11-4.

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Comment #	Comment	Response
PUB11-2	<p>We looked at the GP2040 and it appears that 9th. Ave and 5th Ave are being proposed as “Arterials”.</p> <p>In a city that has worked for decades to keep our streets safe for pedestrians, such as the Traffic Action Plans (TAPs) reclassifying 9th Ave to be able to carry from a max of 10,000 cars up to 50,000 cars goes against all the hours our neighborhood, staff and numerous city council members have invested to prevent additional degradation of local street surfaces and safety of our elderly, kids and general population when residents walk to medical appointments, school or work. Is this long term tradeoff worth whatever short term benefit city administrators anticipate?</p>	<p>Please see Master Response 2, Roadway Classifications.</p>
PUB11-3	<p>Has a Health Risk Analysis (HRA) associated with Allowing up to 50,000 cars in our little neighborhood been done? I cannot imagine that it would Not have a long term detrimental effect on our general population’s health.</p>	<p>Please see Master Response 2, Roadway Classifications, regarding roadway classification mapping.</p> <p>To determine cancer and noncancer health risks, the location, velocity of emissions, meteorology and topography of the area, and locations of receptors should be known to quantify toxic air contaminant (TAC) concentrations and subsequent health effects. Since individual development timelines and locations are unknown at this time, a health risk assessment (HRA) was not required nor feasible.</p> <p>The white paper prepared by the Association of Environmental Professionals’ Climate Change Committee, <i>We Can Model Regional Emissions, But Are the Results Meaningful for CEQA</i>, describes several of the challenges of quantifying local effects—particularly health risks—for large-scale, regional projects, and these are applicable to both criteria air pollutants and TACs. Similarly, the two amicus briefs filed by</p>

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Comment #	Comment	Response
		<p>the air districts on the Friant Ranch case describe two positions regarding CEQA requirements, modeling feasibility, variables, and reliability of results for determining specific health risks associated with criteria air pollutants (refer to Appendix C, Air Quality and Greenhouse Gas Emissions Data, of the Draft EIR).</p> <p>The carcinogenic TACs that constitute the majority of the known health risks are from motor vehicle traffic. BAAQMD's Planning Health Places provides a list of recommendations for lead agencies to use for projects that introduce new sensitive receptors near areas with high levels of air pollution or near local sources of air pollution. These best practices include tactical practices and technologies that reduce local traffic emissions, increase site buffering between receptors and emission sources, or alter the design of proposed projects to remove receptors from locations expected to experience the highest pollutant concentrations. Moreover, the proposed General Plan Policy COS 4.4, Activity Near Sensitive Receptors, and Policy COS 4.8, Truck Facilities, would aid in reducing the exposure of sensitive receptors specifically in Equity Priority Communities and Overburdened Communities to TACs and PM<sub>2.5</sub>. These proposed policies aim to limit truck idling within the EIR Study Area and overall support the BAAQMD rules to reduce emissions from mobile sources.</p> <p>Although mobile sources of air toxics (e.g., truck idling) are not regulated directly by BAAQMD, CARB has rules to limit vehicle idling and the proposed project would not increase traffic volumes enough to generate CO hotspots (refer to Chapter 4.2, Air Quality, of the Draft EIR). Furthermore, individual development projects that have the potential to generate 100 or more diesel truck trips per day or have 40 or more trucks</p>



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PUB11-4	<p>This type of drastic change goes against the City's Vision, Safety and Noise GP goals.</p> <p>Please let's stop letting the "car centric" mentality we fought so hard to get away from drive decisions for our community's future.</p> <p>I wish you would get the opinions of the mail carriers and package delivery personnel. Recently a car flipped on 7th and El Dorado after nearly hitting people and actually hitting multiple cars, before flipping. I spoke to the delivery personnel at the crash site and they said it is amazing how often they see people speeding and ignoring stop signs in our neighborhood.</p> <p>I would like close by sharing a photo of an adult resident riding their electric scooter on 5th and El Dorado. Something we see on 9th and Fremont all the time as well. Why do adults still rides bikes And scooters on the sidewalk during traffic hours? Because they are afraid, even with all the bike lanes in the street.</p>	<p>equipped with transport refrigeration units and are within 1,000 feet of a sensitive land use would be required under Mitigation Measure AQ-4 to prepare a site-specific health risk assessment to determine and mitigate potential health risk effects generated by an individual projects.</p> <p>The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>


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Comment #	Comment	Response
		
<b>PUB12</b>	<b>9/23/2023</b>	<b>Rowan Paul</b>
PUB12-1	<p>My wife and I are dismayed to see yet more proposed erosion of our neighborhood at 5th and Delaware with The Draft 2040 General Plan and Draft EIR.</p> <p>The definition of Arterial is 10,000 - 50,000 vehicles a day. There has been no collaboration on this reclassification. I oppose this reclassification and strongly feel that 5th avenue remain a neighborhood street given that we have families, neighbours with kids and families that have lived here for decades.</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses PUB12-2 through PUB12-5.</p> <p>Regarding roadway classifications, please see Master Response 2, Roadway Classifications.</p>
PUB12-2	<p>How do we address this increased cut-through traffic? We need assurances for traffic calming for both 5th and 9th Avenues.</p> <p>A class III Bike Boulevard is proposed for 5th Avenue which means we need lower traffic volumes for safer streets for pedestrians and bicyclists. Other cities in San Mateo County plant a tree in the center of the intersection to reduce cut-through traffic and improve air quality. I recommended we do that and add speed bumps or rumble strips. We are thankful for new pavement and repainted bike strips. To</p>	<p>Please see Master Response 2, Roadway Classifications.</p>

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Comment #	Comment	Response
PUB12-3	reclassify as an arterial would be devastating, contradictory and a move in the wrong direction. In addition, 4th and 5th Avenues are included in the Equity Priority Neighborhoods. We request that the boundaries of the Equity Priority Neighborhoods be extended to 9th Avenue and include streets from S Delaware to S Amphlett for more residential protections.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB12-4	Our 5th avenue neighborhood is a close one where we all know our neighbors. We do NOT want this to turn into a high density housing project with 7 floor new housing developments as you have been building near the tracks, some without concession or requirement for more parking or significant city infrastructure which is frankly ridiculous. Our neighbourhood is already taking a big hit and we WILL not stand for further erosion.  I have attached an example of the damaging effect of traffic on our neighborhood. This is my neighbor's Porsche that was subject to a hit and run RIGHT OUTSIDE his and our houses. Can you imagine if there was a child playing on the sidewalk?  Again as a reminder, our son got run over by a car at 5th and Clairmont just 2 blocks from our house. NOTHING was done by the city to increase safety at this intersection or in our neighborhood despite token lip service phone call with Lisa Nash and Eric Rodriguez at the time when it happened.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB12-5	Needless to say, we are sufficiently energized to fight this proposal. Please do the right thing for the invested locals.	The comment serves as a conclusion to the preceding comments. Please see Responses PUB12-1 through PUB12-4.
<b>PUB13</b>	<b>9/23/2023</b>	<b>Evan Powell</b>
PUB13-1	Thank you for your public service.	The comment does not address the adequacy of the analysis

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	<p>I am writing to express my opposition to the outrageous proposal that 9th and 5th avenues be reclassified to accept more cut through traffic.</p> <p>The Central Neighborhood already bears the brunt of the increased development in San Mateo. Countless times we have been reassured that our neighborhood would be protected with Vision Zero and traffic impact funds and so on. And yet we see that noise, pollution, accidents, and so on are all more prevalent in the Central Neighborhood than most other neighborhoods. Last week down the street from our house in Central Neighborhood a family was out walking when they were nearly killed by cut-through traffic, the incident of which is only increasing due to pro-development policies. Please see attached for a photo of the accident - imagine this was your reality, your neighborhood. Would you feel safe?</p> 	<p>in the Draft EIR; therefore, no further response is warranted. Regarding roadway classifications, please see Master Response 2, Roadway Classifications.</p>

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Comment #	Comment	Response
<b>PUB14</b>	<b>9/24/2023</b>	<b>Chris and Wayne Rango</b>
PUB14-1	I have been a resident of the Central Neighborhood for almost 40 years. What is being proposed in the General Plan and the Draft EIR is preposterous!	The comment serves as an introduction to the comments that follow. Please see Responses PUB14-2 through PUB14-4.
PUB14-2	Specifically, reclassifying 5th Ave, the street I live on, and 9th Ave to become Arterials is not in any neighborhood's best interest, let alone mine. To permit between 10,000 to 50,000 vehicles per day on these two neighborhoods' streets will only ADD an incredible amount of noise that already exists. It will increase greater danger for pedestrians as well as drivers not to mention decreasing our property value.	Please see Master Response 2, Roadway Classifications.
PUB14-3	This proposal will also allow 8-10 story buildings in my neighborhood! Are you kidding me? I am becoming more and more appalled at the attempts to RUIN our quaint neighborhood.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB14-4	Please do not allow this damage to happen.	The comment serves as a conclusion to the preceding comments. Please see Responses PUB14-1 and PUB14-3.
<b>PUB15</b>	<b>9/24/2023</b>	<b>Dave Santos</b>
PUB15-1	The EIR is a tremendous amount of information to digest.	The comment serves as an introduction to the comments that follow. Please see Responses PUB15-2 through PUB15-4.
PUB15-2	I want to acknowledge staff contributions to this effort and while there has been a modest attempt to reach out to the community, the report presents limited growth options. Is there not a middle ground of moderate growth as a viable alternative to maximum growth or no growth options?  Why hasn't a moderate growth option been explored? I believe that is what Measure Y is all about, moderate growth.	Please see Master Response 3, Lower Growth Alternative.

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Comment #	Comment	Response
PUB15-3	I also wonder why the San Mateo Foster City School District was not consulted for input if the San Mateo Union High School District was. Adding 26,000 people to the population will affect the SMFCSD as well as the high school district.	The San Mateo Foster-City School District (SMFCSD) was contacted but there was no reply. Therefore, as cited in Chapter 4.14, <i>Public Services</i> , of the Draft EIR, information was obtained from the SMFCSD website and documents such as the SMFCSD Facilities Master Plan and the SMFCSD Strategic Plan 2022-2027. As discussed in impact discussion PS-5 in Chapter 4.14 of the Draft EIR, the projected increase in students across the EIR Study Area would be gradual and proposed Policy PSF 5.1, <i>Equitable Facilities</i> , Policy PSF 5.7, <i>Incentives for Public Facilities</i> , Policy PSF 6.1, <i>School Assistance</i> , and Policy PSF 6.6, <i>School District Collaboration</i> , in combination with the mandatory payment of developer impact fees would work to ensure that there are adequate school facilities during the buildout horizon of the proposed General Plan. Future construction of new or renovated school facilities to accommodate growth under the proposed project would be subject to separate project-level environmental review pursuant to CEQA, as required, to identify potential environmental impacts and mitigation measures as needed to reduce potential environmental impacts. Therefore, impacts would be less than significant.
PUB15-4	<p>I think it is wishful thinking to believe that the addition of 26,000 will not have more effect on the environment.</p> <p>In reviewing the document, input of residents (stakeholders) needs to be considered.</p> <p>I would like to recommend a rewrite that lists moderate growth options that are supported by the community along with a specific mechanism to solicit residents <i>[sic]</i> input.</p>	Please see Master Response 3, Lower Growth Alternative.

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<b>PUB16</b>	<b>9/25/2023</b>	<b>Karen Herrel</b>
PUB16-1	As a former San Mateo Planning Commissioner (14 years total, 1970's and 1990's) I am familiar with large EI R's. I've reviewed them by the inch and the pound! This current one for the proposed General Plan (over 1000 pages) is well beyond what most everyone - me included - will want to review and comment on, page by page. Instead I am focusing on two issues.	The comment serves as an introduction to the comments that follow. Please see Responses PUB16-2 through PUB16-5.
PUB16-2	Noise is a significant issue in San Mateo. Much <i>[sic]</i> of the noise we experience is related to traffic (another significant issue). I reviewed the noise studies and am puzzled that a better range of locations and a better choice of duration and times of day and days of the week were not used. It is usually most helpful to start "at home", with what we know best, so I looked very closely at the noise study on the upper part of West Hillsdale Blvd. The proposed General Plan will allow for greatly intensified development in the W. Hillsdale Blvd/Campus Drive area. Any such increase will certainly funnel much larger volumes of traffic onto Hillsdale Blvd (and likely 31st Ave.) toward the east of the area, especially since the alternative, State Route 92, is so frequently congested. So what evaluation does the DEIR give us? Fifteen minutes on a late Friday morning in mid November on the flat (therefore quieter) part at 931 W. Hillsdale. May I point out that this timing avoids the morning and afternoon commutes - both for CSM, other local schools and the regular workforce. Using a Friday, in a time when work from home was common, especially toward the end of the week, also creates an understatement of the existing conditions. and using a flat spot, when much of Hillsdale has steep roadway (in excess of 14%) also avoids revealing the effect of increased engine noise going uphill and the combined	The comment questions the methodology of the noise monitoring survey conducted for the Draft EIR, suggesting it is not robust enough to provide a reasonable sense of the ambient noise environment influencing San Mateo. The noise monitoring survey is intended to provide a representative snapshot of typical community noise experienced at several points throughout the EIR Study Area. The baseline noise measurement conducted at 931 W Hillsdale Boulevard identified a typical noise level of 61.6 decibels. However, the noise monitoring survey is not intended to provide a representation of the typical ambient noise environment on its own. In order to augment the results of the noise monitoring survey, existing traffic noise on W Hillsdale Boulevard between Alameda de las Pulgas and Campus Drive (along with many other roadway segments throughout the city) was calculated using the Federal Highway Administration (FHWA) Highway Traffic Noise Prediction Model (FHWA-RD-77-108) (see Appendix D2, Traffic Noise Calculations, of the Draft EIR) and traffic volumes from Kittleson Transportation Consultants that were measured prior to the start of the COVID-19 pandemic. The predicted noise levels from this segment of roadway, which encapsulates 931 W Hillsdale Boulevard, generally verified the baseline noise survey with a calculation of 62.1 decibels. Thus, it is important to examine



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PUB16-3	<p>engine/tire noise from increased speed going both uphill and downhill. The measurement did manage to capture one of the buses that now use this route every 20 minutes - from 6AM to 11 PM!, but missed the common noisy situation of 2 buses passing each other. All in all, a pretty useless baseline evaluation for this location. I can only wonder what people who live near the other areas the DEIR evaluated would think of where/when/how those measurements were taken. Project Alternatives are very poorly chosen for a project this all encompassing. The community has been discussing a range of alternative development intensities (often called A, Band C for land use) which would result in a range of impacts. Those impacts are not necessarily a smooth continuum as development increases. In many community situations there is an as of now unidentified "tipping point" where impacts become much greater and require much stronger alternate mitigations, as opposed to "more of the same". Ignoring the community understanding of the proposed General Plan in favor of a less than adequate "alternative" of reduced noise (largely through reduced traffic) is not responsive to the CEQA guidelines for requirements in the DEIR. This "alternative" suggests "enhanced" TOM mitigations like subsidies for transit passes, e-bikes, ride sharing and bicycles. Those tools, and many others, should be an automatic part of our city process. employed right now, aside from any connection to a new General Plan. Even back before 2000, project approvals included conditions for TDM measures, across properties and area boundaries. How does this kind of already existing approach rise to the level of the basis for a project alternative? It doesn't.</p>	<p>both the noise monitoring survey and the modeled traffic noise in order to formulate a general understanding of the ambient noise environment influencing San Mateo.</p> <p>Please see Master Response 3, Lower Growth Alternative.</p>

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Comment #	Comment	Response
PUB16-4	Of course the alternatives also make mention of the environmentally superior choice. This is given lip service by saying it aligns with the only alternative "studied", thus skirting any real discussion. It probably would have been omitted altogether if not for the clear requirement in CEQA guidelines.	Section 15126.6 of the CEQA Guidelines requires that an "environmentally superior" alternative be selected and the reasons for such a selection be disclosed. In general, the environmentally superior alternative is the alternative to the proposed project that would be expected to generate the least number of significant impacts. As described in Chapter 5, <i>Alternatives</i> , page 5-27, of the Draft EIR, identification of the environmentally superior alternative is an informational procedure. Please see Master Response 3, Lower Growth Alternative.
PUB16-5	The bottom line for me is that you have a DEIR which does not meet legal requirements and which relies on inadequate studies. This document needs a major overhaul prior to certification.	The comment serves as a conclusion to the preceding comments. Please see Responses PUB16-1 through PUB16-4.
<b>PUB17</b>	<b>9/25/2023</b>	<b>Maxine Turner</b>
PUB17-1	Dear Ms. Sandhir - The purpose of CEQA is to give decision-makers adequate information upon which to base decisions that minimize negative impacts to the community. The Draft EIR (DEIR) for the 2040 Draft General Plan is so filled with vague statements about future actions as to be useless. Words like "suggest, promote and encourage" are meaningless. This DEIR does not give policy makers the data to evaluate the long-term impacts of their proposed GP Project. It is an insult to the residents and businesses in San Mateo who will have no idea of the true fiscal and environmental impacts of the proposed Project nor of viable alternatives that will lessen these impacts. The consultants can and must do better.	Please see Response PUB7-4.
PUB17-2	Staff knows that the City Council can still approve a project with "significant impacts" by making statements of overriding consideration. But misleading the public and decision-makers by avoiding discussion about the true	This EIR has been prepared pursuant to the requirements of CEQA and the State CEQA Guidelines to determine if approval of the identified discretionary actions and related subsequent development could have any significant impacts on the

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	impacts is unconscionable. This adds to the mistrust of government and threatens our fragile democracy. This DEIR must be rewritten and recirculated.	environment. The comment expresses concern regarding the conclusions in the Draft EIR but does not state a specific concern regarding the analysis in the Draft EIR. Therefore, a more detailed response cannot be provided. Please also see Response ORG1-18 regarding recirculation.
PUB17-3	<p>THE DEIR IS INADEQUATE AND INCOMPLETE BECAUSE IT FAILS TO:</p> <p>1 - Identify which program level environmental effects City staff intends to utilize as having been addressed as “specifically and comprehensively as is reasonably possible” in this program EIR so that later activities may qualify for a streamlined environmental review process or may be exempt from environmental review. The DEIR does not provide the supporting data for the “no significant impact” conclusions related to land use and zoning, traffic, air quality, noise, infrastructure capacity and water availability, public services and hydrology. If the consultants have given these details to the City this data must be included for public review and the DEIR recirculated.</p>	<p>As described in Chapter 2, <i>Introduction</i>, page 2-2, of the Draft EIR, later activities that are within the scope of the effects examined in the program EIR may qualify for a streamlined environmental review process or may be exempt from environmental review. When a program EIR is relied on for a subsequent activity, the lead agency must incorporate feasible mitigation measures and alternatives developed in the program EIR into the subsequent activities. If a subsequent activity would have effects that are not within the scope of the program EIR, the lead agency must prepare a new Initial Study leading to a Negative Declaration, a Mitigated Negative Declaration, or an EIR, unless the activity qualifies for an exemption.</p> <p>Regarding the comment's assertion that the Draft EIR does not provide supporting data for the "no significant impact" conclusions related to land use and zoning, traffic, air quality, noise, infrastructure capacity, water availability, public services, and hydrology, the impact analyses of these topics can be found in Chapter 4.10, <i>Land Use and Planning</i>, Chapter 4.15, <i>Transportation</i>, Chapter 4.2, <i>Air Quality</i>, Chapter 4.11, <i>Noise</i>, Chapter 4.17, <i>Utilities and Service Systems</i>, Chapter 4.9, <i>Hydrology and Water Quality</i>, and Chapter 4.14, <i>Alternatives</i>, of the Draft EIR, respectively. These chapters reference appendices with supporting data as appropriate. The comment does not specify what supporting data is missing; therefore, no further response is warranted. Please also see Response ORG1-18 regarding recirculation.</p>

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Comment #	Comment	Response
PUB17-4	2 - Evaluate a “reasonable range” of alternatives as required by CEQA. The GP land use map chosen by the City Council as the “Project” was the highest level of development considered during the public input phase. This high-development project results in Significant and Unavoidable (SU) impacts in Air Quality, Noise, and Wildfire even with mitigations. The DEIR does not adequately evaluate other alternatives that can lessen these and other impacts to less than significant levels. Alternatives A and B were considered during the public input phase of the GP UPDATE with much public support and these should be evaluated for potentially less impacts in the EIR. A highest development level ‘Project’ or no project is not adequate.	Please see Master Response 3, Lower Growth Alternative.
PUB17-5	<p>3 - Note specifically in the Land Use Regulations Measure Y paragraph that General Plan 2030 is Measure Y, approved by the voters in 2020, and a vote of San Mateo residents will be required to approve any changes to Measure Y heights and densities in the Project General Plan 2040. Identify specifically where land use changes increase the heights or densities allowed under Measure Y. The DEIR paragraph on Measure Y is inaccurate, incomplete and missing information on the Strive website and must be rewritten. Measure Y is of vital interest to a majority of the voters in San Mateo and needs to be clearly and accurately described in the DEIR.</p> <p>Rewrite the Measure Y paragraph to also note that it better supports affordable housing than the state density bonus law. The Measure Y General Plan 2030 requires that 10% of new residential development be for affordable units built on-site at the same time as the market rate units are constructed. Note how many affordable units have been built in San Mateo under Measure Y. It does not allow off-</p>	As shown in Chapter 3, <i>Revisions to the Draft EIR</i> , of this Final EIR, the paragraph on Measure Y in Chapter 4.10, <i>Land Use and Planning</i> , has been revised to be completed and impact discussion LU-2 has been revised to include a consistency analysis between the proposed project and Measure Y.

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	<p>site or in-lieu fee payments that can sit in a pot for years. The state density bonus law only requires 10% affordable units yet gives the developer 2 extra floors of height for doing what is already required in San Mateo. Also note that the Measure Y density allowances result in a larger number of 2-3 bedroom family sized units than the higher density bonus units have resulted in.</p>	
PUB17-6	<p>4- Justify how the conclusion of LU-2 “The proposed project would not cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect” was determined. Clearly, GP 2040 land uses conflict with Measure Y unless a mitigation is added to phase the high-development land use changes in the Project to after Measure Y ends in 2030. Staff notes that the current RHNA cycle housing requirements can be met under Measure Y. Projections for the next RHNA cycle will most likely be reduced. Much impact language throughout the DEIR notes that build-out will not occur all at once so this mitigation will not significantly impact GP 2040 policies.</p>	<p>As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, impact discussion LU-2 in Chapter 4.10, <i>Land Use and Planning</i>, has been revised to include a consistency analysis between the proposed project and Measure Y.</p>
PUB17-7	<p>5 - Identify the conflicts between the Project’s high-level of development land uses in the Downtown with the goals of pedestrian oriented and preserving historic and cultural resources. Compare the likely wind and shadow impacts of higher heights, including density bonuses, to existing plan heights on outdoor seating and walking.</p>	<p>A consistency analysis of the proposed project and pedestrian circulation is provided in Chapter 4.15, <i>Transportation</i>, pages 4.15-19 through 4.15-22, of the Draft EIR and concluded that implementation of proposed General Plan goals, policies, and actions would improve the pedestrian network and support programs to pedestrian travel. As discussed in Chapter 4.4, <i>Cultural Resources</i>, pages 4.4-10 through 4.4-16, of the Draft EIR, the proposed project was concluded to have less-than-significant impacts on historical and archaeological resources and human remains due to mandatory regulatory procedures, as well as compliance with the proposed General Plan goals, policies, and actions.</p>

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Comment #	Comment	Response
		<p>The comment also claims that the Draft EIR fails to compare the wind and shadow impacts of developments under the proposed project. The analysis presented in the Draft EIR was prepared pursuant to CEQA Guidelines Appendix G, Environmental Checklist, which does not identify creating wind and shadow impacts as environmental impacts. The proposed General Plan however includes Policy CD 11.12, <i>Sustainable Design</i>, encouraging the integration of sustainable design features and elements into the design of new buildings which can minimize environmental impacts such as flooding, wind, shadows, etc.</p>
PUB17-8	6 - Identify the true potential heights with the density bonus increases in heights. Maximum height potential MUST include the density bonus heights.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB17-9	7 - Identify specifically what increased service needs (fire, police, parks, recreation, and libraries) will be required by the high level of new development and how funding will be provided. These service impacts are one of the “Standards of Significance” that the “no significant impact” was based on. More importantly, identify at what level of new development (population or structures) WHEN new “staffing, facilities and equipment” will be needed. Policy LU 12.1 states: “Retain and grow existing businesses and attract new businesses that can generate and diversify the City’s tax revenue and increase job opportunities to ensure the City has adequate resources for infrastructure improvements and essential City services, such as police, fire, parks, recreation, and libraries.” If new staffing and equipment does not exist to maintain a less than significant impact, will project approvals be delayed until adequate staffing, equipment and facilities are in place? Perhaps this should be	<p>The comment requests identification of what increased service needs will be required and how funding will be provided. Please see Master Response 1, Standards for Responses to Comments, regarding additional analysis. As discussed in Chapter 4.14, <i>Public Services</i>, of the Draft EIR, individual project plan review by SMC Fire, payment of development impact fees, consistency with the proposed General Plan goals, policies, and actions, and compliance with the existing regulations would ensure that SMC Fire and SMPD are involved as future development is allowed under the proposed project. Furthermore, as shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, Chapter 4.14, of the Draft EIR has been revised to include proposed General Plan Action PSF 1.8, <i>Police and Fire Cover Assessments</i>, which requires complete standard of cover assessments or staffing studies periodically for police and fire services to ensure that appropriate response times, staffing, and levels of service are</p>

RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>added as a mitigation.</p> <p>For example, fire services currently closely meet the standard set by the National Fire Protection Association that there be one firefighter for every 1,000 population. At what specific new level of project development and population growth would new facilities, staffing and equipment be required? How tall can buildings be to be served by existing fire trucks? The “no significant impact” conclusion in the DEIR only refers to the construction impacts of new facilities, not the lack of services which negatively impact the community. “PS-1 The proposed project would not result in substantial adverse physical impacts associated with the provision of new or physically altered fire protection facilities, need for new or physically altered fire protection facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for fire protection services.”</p> <p>The same is true for police services. “SMPD has identified that its staffing level has decreased since 2020, and an increase in population would result in a need for increased staffing. Physical expansion of SMPD facilities may be needed to accommodate increases in staffing and maintain response times. The SMPD has indicated that existing stations would be inadequate to accommodate future needs; due to this, a new police substation or substantial adjustments, expansions, or renovations to the existing police headquarters facility have been identified as needed.”</p> <p>If new staffing and equipment does not exist to maintain a less than significant impact, will project approvals be delayed until adequate staffing, equipment and facilities are in place? Perhaps this should be added as a mitigation.</p>	<p>available to meet community needs as the City’s population grows. Please see Response PUB17-3 regarding further CEQA review and streamlining.</p> <p>The comment also points out that the Draft EIR only analyzes the impacts of constructing new facilities, not the lack of services which would impact the community. Under the provisions of CEQA (Public Resources Code 21002.1[a]), the purpose of an EIR is to identify the significant effects of a project on the environment, to identify alternatives to the project, and to indicate the manner in which those significant effects can be mitigated or avoided. Existing impacts to the community that are not caused by the project are not within the scope of this EIR.</p>



## RESPONSE TO COMMENTS

Comment #	Comment	Response
PUB17-10	Current services are adequately funded by existing revenues. The DEIR makes clear that the large increase in population and structures will require more funding for services. There is no data about how much revenue will be lost or gained by the Project land use changes. How much sales tax revenue will be lost by upzoning downtown and El Camino Real small businesses for housing or office? How much property tax increase stays with the city as opposed to sales, hotel, business and other taxes? This is fundamental information needed by decision makers prior to approving the High-Development 2040 General Plan.	Fiscal impacts are outside the scope of this EIR. Therefore, no further response is warranted. The General Plan staff is conducting additional fiscal analysis with consultant support that will be considered by the City Council as part of the General Plan adoption process.
PUB17-11	The DEIR does not provide the public nor decision-makers with the data they need to approve the Project. There is no information about how water will be provided, traffic impacts reduced, the jobs/housing balance maintained, and displacement of affordable housing and small businesses avoided. Every resident, voter and taxpayer in San Mateo understands the Project high-level of development will negatively impact their lives. This DEIR does not meet legal requirements and it must be revised and recirculated.	As discussed in Chapter 4.17, <i>Utilities and Service Systems</i> , pages 4.17-20 through 4.17-29, of the Draft EIR, water services in the City of San Mateo are provided by California Water Service Company, Mid-Peninsula District (Cal Water - MPD) and Estero Municipal Improvement District (EMID) with water purchased from San Francisco Public Utilities Commission (SFPUC). While there is expected to be a shortage of water supplies to meet the demand with the proposed buildout for normal years and single and multiple dry years in the Cal Water - MPS service area and single and multiple dry years in the EMID service area, the proposed General Plan goals, policies, and actions would serve to minimize impacts of future development to water supplies. The City will continue to coordinate with Cal Water - MPD and EMID regarding conservation efforts, demand management measures promoted by the water districts, and implementation of water use restrictions as per the Water Shortage Contingency Plans. Additionally, future development under the proposed project would be required to obtain will-serve letters, implement water efficient requirements, and prepare a Water Supply Assessment that demonstrates that the project water demands would not exceed water supplies, as applicable.

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Comment #	Comment	Response
		<p>Existing developments can be expected to decrease their water demands in the future as a result of the implementation of water conservation practices. Furthermore, Cal Water, EMID, and SFPUC plan to have implemented alternative water supply programs by 2040. As the City of San Mateo is not a water provider for the EIR Study Area and has limited capacity to directly control water use and water supply planning, the measures described above represent the best water conservation and water supply measures available and the impact would be less than significant.</p> <p>Proposed General Plan goals, policies, and actions that would serve to reduce traffic impacts are identified in Chapter 4.15, <i>Transportation</i>, pages 4.15-13 through 4.15-27, of the Draft EIR. It is concluded that the proposed project would not conflict with existing programs and policies. Through implementation of the proposed General Plan goals, policies, and actions, the proposed project supports public transit, improvements to bicycle and pedestrian facilities. It would also promote and direct the City to expand the pedestrian and bicycle network, close gaps in the transportation network, and coordinate with regional agencies to improve the transit network. Buildout of the proposed project is anticipated to generate per capita VMT below the City's established impact thresholds, as the implementation of the proposed General Plan 2040 would support VMT reduction, and result in reducing VMT per capita and VMT per employee. The proposed project was also found to promote the design of improvements to the transportation network that are safe for all modes of travel and address emergency access by considering access routes, developing and updating emergency response plans, and incorporating emergency access considerations in the design of future street</p>

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Comment #	Comment	Response
		<p>improvements. Therefore, the proposed project would result in less-than-significant transportation impacts.</p> <p>Analysis of the job/housing balance maintenance of the proposed project is not required under CEQA; however, housing growth is considered in Chapter 4.13, <i>Population and Housing</i>, pages 4.13-9 and 4.13-10, of the Draft EIR. The proposed project estimates an overall increase of 21,410 housing units in the EIR Study Area by 2040, of which 33 percent would come from the City's 2023-2031 RHNA allocation of 7,015 units, which is housing capacity that the City must accommodate as required under State law. The proposed General Plan 2040 includes goals, policies, and actions that strive to attract business and employment opportunity, while maintaining a reasonable balance between income levels, housing types, and housing costs within the City.</p> <p>Please see Response PUB7-26 regarding displacement of affordable housing as a result of implementation of the proposed project. CEQA considers the displacement of people or housing, necessitating the construction of replacement housing elsewhere. Displacement of small businesses would be a market analysis outside of the scope of this EIR.</p> <p>Please see Response ORG1-18 regarding recirculation.</p>
<b>PUB18</b>	<b>9/25/2023</b>	<b>Naomi Ture</b>
PUB18-1	<p>I write with high hopes that our planning manager and city council will listen to the neighborhood voices, over the developer voices.</p> <p>I write to oppose Draft General Plan and Draft EIR, and to</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses PUB18-2 through PUB18-10.</p>

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Comment #	Comment	Response
	request that you protect the tree-lined neighborhood that we love. My home is at 614 E 5th Avenue. We moved here because it is a friendly, safe, tree-lined street with a bike lane. It's filled with families and folks who have lived here for decades and are proud of this neighborhood. Many people use our street to live, bike, and to walk to downtown San Mateo and the park.	
PUB18-2	<p>This is my request - Please protect our neighborhood by including the following boundaries in the Equity Priority Neighborhood: 5th to 9th Avenue and S Delaware to S Amphlett and provide us with the following residential protections:</p> <ul style="list-style-type: none"> <li>• Please install the traffic calming measures including speed humps on 5th Avenue that you promised us after multiple people have been hit by cars.</li> </ul>	Please see Response PUB6-31 regarding equity priority community boundaries and Master Response 2, Roadway Classifications.
PUB18-3	<ul style="list-style-type: none"> <li>• Do not allow 5th and 9th to become classified as arterials (this is the opposite of what you promised)</li> <li>• Keep 5th Avenue as a local street and 9th Avenue as a collector</li> </ul>	Please see Master Response 2, Roadway Classifications.
PUB18-4	<ul style="list-style-type: none"> <li>• Install the proposed class III Bike Boulevard on 5th Avenue</li> </ul>	Bike improvement projects within the City are considered capital improvements and considered by City Council through the Capital Improvement Program, which is updated every five years. The comment does not address the adequacy of the Draft EIR. Therefore, no further response is required.
PUB18-5	<ul style="list-style-type: none"> <li>• Please ensure that height limitations within the boundaries of our neighborhood are 2 stories</li> <li>• Please ensure height limitations right outside our neighborhood are 4-6 stories.</li> <li>• Please stop ignoring the citizens and pleasing the developers by allowing them to construct 8-10 story structures.</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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Comment #	Comment	Response
PUB18-6	<ul style="list-style-type: none"> <li>Please make it harder for developers to construct massive structures near our neighborhood without implementing what the citizens demand - safety, ample parking, and height limitations.</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB18-7	The planning commission and city have shown in recent years that you are working against neighborhoods and in collaboration with developers, to create 8-12 story structures next to a neighborhood of single-story single-family homes. You are ignoring our pleas and exacerbating problems such as overcrowding, parking issues, traffic, safety and dangerous roadway conditions.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB18-8	The planning commission and city promised to work with our neighborhood to install traffic calming after cars are repeatedly hitting pedestrians. You have not added even one speed hump to 5th Avenue.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB18-9	The planning commission and the city promised to work with our neighborhood regarding 8-12 story high rises. Instead, the city is working WITH developers and AGAINST residents to build as many high rises as it can fit near our neighborhood without regard for parking, traffic and safety issues.	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB18-10	Please listen to the people who live and work here now. Please protect us, your neighbors, over the developers. Please tell me exactly how you will protect my beloved neighborhood.	The comment serves as a conclusion to the preceding comments. Please see Responses PUB18-1 through PUB18-9.
<b>PUB19</b>	<b>9/25/2023</b>	<b>Naomi Ture</b>
PUB19-1	I just took this photo yesterday, of a dad riding his 2 kids along our tree-lined 5 <sup>th</sup> Avenue. Please protect our neighborhood. Picture removed	The comment serves as an introduction to the comments that follow. Please see Responses PUB19-2 through PUB19-3.

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PUB19-2	In order to assure us that you have no intention of altering 5th and 9th, do not reclassify <i>[sic]</i> 5th and 9th Avenues as arterials.	Please see Master Response 2, Roadway Classifications.
PUB19-3	In addition, please assure us that you will slow down development, not the opposite (i.e. Kiku Crossing) so that we can prevent increases in air pollution, noise, traffic, safety issues and wildfire risk.	The comment requests assurance that the City will slow down development to prevent environmental impacts. The comment has been noted. Impacts from the General Plan Update to air quality, noise, traffic and safety, and wildfires have been fully disclosed within the Draft and Final EIR. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
<b>PUB20</b>	<b>10/1/2023</b>	<b>Mavridis</b>
PUB20-1	The city needs to put a beneficial pause on the General Plan & Draft EIR. We the People of the City of San Mateo have not had an ample opportunity to review and comment on this drastic change to our city. The magnitude of these plans is an assault on our way of life, liberty, pursuit of happiness, public health and safety. The bulk of these plans have been put through during the unprecedented Covid-19 public health emergency. As many people were distracted by fearing for their lives, safety, family and businesses, we did not have the opportunity to thoroughly analyze and provide input on 1,000-page documents which have major ramifications to the city and its residents.	Pursuant to CEQA Guidelines Section 15105(a), the public review period for a Draft EIR submitted to State Clearinghouse for State review shall not be less than 45 days. The public review period for the Draft EIR was from August 11, 2023, to September 25, 2023, satisfying the 45-day requirement.
PUB20-2	We the People of the City of San Mateo should not have to bear the burden of Sacramento and San Francisco's mismanagement. The common theme appears to be just sardine pack everyone into San Mateo and figure it out from there. There have been no plans to require the major tech companies to move some of their offices to neighboring cities in order to help alleviate traffic congestion in the Bay Area, given they are one of the leading causes of this traffic	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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Comment #	Comment	Response
PUB20-3	<p>as the jobs are all concentrated in one area. It is easier for these trillion-dollar corporations to help the environment and shorten the commute times by spreading out their offices, instead of requiring the residents of San Mateo to accept lower environmental quality and thus lowering the quality of life. The city has failed to consider and advocate for this less harmful alternative and instead is assaulting our way of life and drastically changing the fabric of San Mateo. During the 9/12/2023 Planning Commission meeting, one of the commissioners themselves said “I still have a lot of questions...air quality and noise impacts are being flagged as significant and unavoidable”. The Environmental Impact Report, has looked at things such as air quality, pollution, noise, etc. Another commissioner claims “the greenhouse gas emissions will be lower by adopting the General Plan update”, the public needs to verify these outrageous claims that contradict logic and common sense.</p>	<p>The comment expresses concerns regarding the impacts of the proposed project and the conclusions in the Draft EIR. The analysis in the Draft EIR includes substantial evidence to support the conclusions relating to air quality, noise, and greenhouse gas emissions. Since the comment does not provide any specific concerns on the analysis in the Draft EIR, a more detailed response cannot be provided.</p>
PUB20-4	<p>A consultant from ECORP Consulting confirms that “the updated plan does increase population and traffic, and that the plan allows for more population increase than the old plan”, and a commissioner confirms. In addition, the consultants struggled to explain the logical contradictions and admitted that without modeling the existing plan they can’t say whether the environmental impact would be the same as in the updated plan. Furthermore, the consultants admitted that “my assumption is that this (new) general plan is really looking to maximize the benefits of getting people out of cars”. Since this seems to be the core principle, the entire assumptions and math need to be revisited.</p>	<p>In compliance with CEQA requirements, Chapter 4.11, <i>Noise</i>, of the Draft EIR, evaluates potential impacts associated with buildout of the proposed project as compared against baseline conditions, not what is presented in the existing General Plan. Chapter 5, <i>Alternatives</i>, of the Draft EIR evaluates a No Project Alternative, which would maintain the current adopted General Plan. Pursuant to CEQA Guidelines Section 15126.6(e)(1), the no project alternative analysis is not the baseline for determining whether the proposed project’s environmental impacts may be significant, unless it is identical to the existing environmental setting analysis which does establish that baseline.</p> <p>As stated in Chapter 4.11, pages 4.11-28 and 4.11-29, of the Draft EIR, the proposed General Plan does not propose</p>



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Comment #	Comment	Response
		<p>specific development projects; however, for the purposes of environmental review, the EIR discloses and evaluates potential buildout in the EIR Study Area under the proposed project. This represents a level of development that the City has projected can reasonably be expected to occur through the buildout horizon of 2040. To capture the potential impact of future development under the proposed project, the Draft EIR utilizes the baseline existing conditions and analyzes the impacts of urban development through the projection period ending in 2040. Roadside noise levels were calculated for the same roadways analyzed for the transportation analysis in Chapter 4.15, <i>Transportation</i>, of the Draft EIR. The street segments selected for analysis are those forecast to experience the greatest percentage increase in traffic generated by future development under the proposed project and are therefore expected to be most directly impacted.</p> <p>As the lead agency, the City has discretion on the methodology and approach utilized to evaluate the impacts based on substantial evidence to support its conclusions. The Draft EIR and Final EIR provide a detailed analysis to justify the conclusions in the document.</p> <p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>
PUB20-5	<p>During the same 9/12/2023 Planning commission comment period after returning from break, a commissioner said “I don’t have any comments”. A 1,000-page document and a commissioner doesn’t comment at all on a plan that would fundamentally change the entire landscape of San Mateo? Then right after a commissioner says “I don’t consider myself an expert in EIR (environmental impact reports), so I wouldn’t, I don’t feel confident enough to get into too many weeds with things where I just don’t have much reason to disagree with what was written”. This is precisely why we need to place a beneficial pause on such plans, since even</p>	

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Comment #	Comment	Response
PUB20-6	<p>the commissioners do not have the proper knowledge to weigh the impacts to the residents of San Mateo.</p> <p>Thus, again these are major drastic changes to the city and its residents. To not give the public more time to educate themselves coming out of a historic pandemic is a travesty and breach of public trust. We are constantly told that the State of California has passed laws requiring densification of housing development. However, what we are not told and omitted from the conversation is this key sentence: “The city or county is not required to waive or reduce development standards that would cause a public health or safety problem, cause an environmental problem, harm historical property, or would be contrary to law”, as stated in the California density bonus law.</p> <p>The city has been forced to try and pass an \$8 increase to help fund and fix the crumbling infrastructure which led to major flooding recently. The city’s budget does not have the capacity to help support such population increase. Will the city be forced to raise taxes to help fund emergency services on already burdened residents or risk creating dangerous conditions of public property?</p> <p>Like Gulliver tied down by thousands of little strings, we lose our freedom one regulation at a time.</p>	<p>Fiscal impacts are outside the scope of this EIR. Therefore, no further response is warranted. The General Plan staff is conducting additional fiscal analysis with consultant support that will be considered by the City Council as part of the General Plan adoption process.</p>
<b>PUB21</b>	<b>10/8/2023</b>	<b>Meg Spicer</b>
PUB21-1	<p>♦ I am a resident of San Mateo. Own a storefront business in San Mateo</p>	<p>The comment serves as an introduction to the comments that follow. Please see Responses PUB21-2 through PUB21-6.</p>
PUB21-2	<p>♦ I am discouraged (dismayed, troubled, etc.) I couldn’t participate in the building heights survey.</p> <p>♦ District 5 (our district) is far more impacted by taller buildings than other districts</p> <p>♦ I support residential building heights of 2 stories.</p>	<p>The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.</p>

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Comment #	Comment	Response
PUB21-3	<ul style="list-style-type: none"> <li>♦ I do not support buildings that are predominantly non-residential exceeding 5 stories or Measure Y limits in height.</li> <li>♦ I also advocate for the preservation of single-family home neighborhoods, along with small businesses and retail.</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB21-4	<ul style="list-style-type: none"> <li>♦ I do not support additional housing units beyond what is required by the State</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB21-5	<ul style="list-style-type: none"> <li>♦ The DEIR should have looked at a moderated option, not just the maximum development.</li> </ul>	Please see Master Response 3, Lower Growth Alternative.
PUB21-6	<ul style="list-style-type: none"> <li>♦ I am concerned about how services and infrastructure for all the new development will be paid for.</li> </ul>	Fiscal impacts are outside the scope of this EIR. Therefore, no further response is warranted. The General Plan staff is conducting additional fiscal analysis with consultant support that will be considered by the City Council as part of the General Plan adoption process.
<b>PUB22</b>	<b>10/9/2023</b>	<b>No Name</b>
PUB22-1	<ul style="list-style-type: none"> <li>♦ I am a resident of San Mateo.</li> </ul>	The comment serves as an introduction to the comments that follow. Please see Responses PUB22-2 through PUB22-6.
PUB22-2	<ul style="list-style-type: none"> <li>♦ I am discouraged (dismayed, troubled, etc) I couldn't participate in the building heights survey</li> <li>♦ District 5 (our district) is far more impacted by taller buildings than other districts</li> <li>♦ I support residential building heights of _____ stories.</li> <li>♦ I do not support buildings that are predominantly non-residential exceeding 5 stories or Measure Y limits in height.</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB22-3	<ul style="list-style-type: none"> <li>♦ I also advocate for the preservation of single-family home neighborhoods, along with small businesses and retail.</li> </ul>	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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PUB22-4	♦ I do not support additional housing units beyond what is required by the State	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.
PUB22-5	♦ The DEIR should have looked at a moderated option, not just the maximum development.	Please see Master Response 3, Lower Growth Alternative.
PUB22-6	♦ I am concerned about how services and infrastructure for all the new development will be paid for	Fiscal impacts are outside the scope of this EIR. Therefore, no further response is warranted. The General Plan staff is conducting additional fiscal analysis with consultant support that will be considered by the City Council as part of the General Plan adoption process.
<b>PUB23</b>	<b>10/12/2023</b>	<b>Lisa Maley</b>
PUB23-1	Dear Councilmembers, I have the following comments regarding building heights and the 2040 General Plan:	The comment serves as an introduction to the comments that follow. Please see Responses PUB23-2 through PUB23-4.
PUB23-2	Building heights and density: District 5 is disproportionately affected by the growth proposed in the General Plan yet very few neighbors received the survey regarding building heights. I believe that the survey sampling will not reflect the views of residents. I favor increasing building heights over Measure Y limits only for residential buildings (or Mixed use with over 80% residential). I support a maximum of 8-stories for a residential building (including any density bonus height) and only if required to meet RHNA housing numbers. The General Plan included over 21,410 new dwelling units and RHNA requirements are closer to 15,000 dwelling units. This is a 40% buffer and given the latest State population projections the next cycle should be less than 8,000 dwelling units. I am inclined to only support a ballot measure to	The comment is noted. The comment does not address the adequacy of the analysis in the Draft EIR; therefore, no further response is warranted.

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	increase building heights that place a threshold on the dwelling units built, such as 15,000.	
PUB23-3	GP and DEIR The DEIR evaluated only a maximum project or no project. Given that there are “Unavoidable” Significant Noise and Air quality impacts associated with greater health risks, it would have made sense to study a more moderate alternative.	Please see Master Response 3, Lower Growth Alternative.
PUB23-4	It also seems completely inconsistent that these significant impacts are caused by traffic, but traffic itself is not a significant impact. Policy LU 6.1 Rail Corridor Plan speaks of “maintaining and improving the quality of life for those who already live and work in the area” but the increase of noise and air quality impacts indicated by the DEIR are in complete contradiction to this statement. I suspect that future traffic congestion and inadequate parking will also reduce the quality of life among residents.	The comment questions why air quality and noise impacts are found to be significant and unavoidable due to traffic, but transportation impacts were found to be less than significant. It is possible to have significant air quality and noise impacts with less-than-significant transportation impacts. The Draft EIR concluded that the proposed project would result in significant and unavoidable air quality impacts because construction and operation of future development under the proposed project would exceed the BAAQMD’s regional significance thresholds and contribute to the nonattainment designations and health risk in the San Francisco Bay Area Air Basin. As detailed in Chapter 4.2, <i>Air Quality</i> , pages 4.2-35 and 4.2-36, of the Draft EIR, transportation is not the only factor that contributes to air quality impacts. While the air quality modeling utilizes trip generation and vehicle miles traveled (VMT), the EIR Study Area’s criteria air pollutant emissions inventory also considers energy, off-road equipment, and area sources. The Draft EIR also concluded that the proposed project would result in significant and unavoidable noise impacts due to an increase of more than 5.0 dBA Ldn over existing conditions along one roadway segment (1st Avenue west of B Street) within the EIR Study Area. Similar to air quality modeling, the noise model includes factors other than trip generation, such as average speeds, roadway geometry,

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		and environmental site conditions (see Chapter 4.11, <i>Noise</i> , page 4.11-37, of the Draft EIR).
		Senate Bill 743 and CEQA Guidelines Section 15064.3(b) have revised the methodology for assessing transportation impacts, shifting the focus to the VMT, which considers the number of daily trips and the distance traveled by those trips to their destinations. The provision of mixed-use and transit-oriented development reduces user travel distances, leading to a lower VMT. For Draft EIR, the VMT impacts were evaluated using VMT per capita and VMT per employee consistent with the guidance provided by the Governor's Office of Planning and Research.
<b>Public Hearing Oral Comments</b>		
<b>PH1</b>	<b>9/12/2023</b>	<b>San Mateo Planning Commission</b>
PH1-1	Maurine Killough asserts that San Mateo deserves the best objective design standards since there are many distinct neighborhood zones and each neighborhood has its own visual and physical character and deserves respect. Killough also points out that, with regard to commercial development adjacent to residential new infill building, designs need to respect existing community character using established designs found in San Mateo. Killough requests the City encourage new developments to be compatible and harmonious with building types and architecture styles prevalent in San Mateo especially with the surrounding residential neighborhoods and downtown historic district. Killough also requests the City consider a project design review for proposed projects in the downtown and surrounding neighborhoods by a qualified historic preservation architect consultant. Killough asserts that aesthetics of new illuminated contemporary glass buildings	Regarding the commenter's concerns about aesthetics, please see Responses PUB6-1 and PUB6-2. Regarding the commenter's concerns about historic resources, lighting, signage, and landscaping, please see Responses PUB6-3, PUB6-4, PUB6-5, and PUB6-6, respectively.

RESPONSE TO COMMENTS

Comment #	Comment	Response
PH1-2	<p>will have an impact on existing older neighborhoods and the historic downtown and points out that a consultant could creatively bridge the design look between existing historic architecture and new buildings. Killough expresses concerns regarding street lighting standards and asserts that more green street lamps are needed at dark residential intersections and longer residential blocks, as this impacts safety for pedestrians and cyclists in the equity priority and underserved neighborhood areas in Central and North Central neighborhoods. Killough requests the City protect the character of older residential neighborhoods and prohibit neon commercial signs on the new tall buildings facing towards surrounding residential neighborhoods at night, as housing is at the upper level in these buildings, and prohibit older lighted outdoor billboards advertising alcohol and equity priority neighborhoods along 101 which generate blight. Killough also requests the City encourage drought tolerant green landscaping in residential neighborhoods and commercial projects and expand the tree canopies and front yards and plant more street trees through Street Tree Plan especially in equity priority neighborhoods.</p> <p>David Light refers to the seismic hazard map in Chapter 4.6, Geology and Soils, of the Draft EIR that shows the risk of soil liquefaction during major earthquakes, which is broadly divided between a moderate risk region roughly from downtown to Highway 101 and a high-risk region east of 101 to the Bay. Light expresses concern that developers are going to prefer to locate their multi-story projects in low-risk areas rather than on historic landfill areas that are in the higher risk liquefaction areas. Light points out that there are many single-family and duplex home neighborhoods that are currently located in these desirable moderate risk areas and these neighborhoods should not be displaced by large</p>	<p>Regarding the commenter's concerns about geologic and seismic hazards, please see Response PUB5-2. Regarding the commenter's concerns about greenhouse gas emissions, please see Response PUB5-3. Regarding the commenter's concerns about historic resources, please see Responses PUB6-7 through PUB6-11.</p>



## RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>developments. Light asserts that San Mateo needs to protect and preserve charming older homes in single-family and duplex neighborhoods that make San Mateo the desirable place that it is to live. Light refers to Chapter 4.7, Greenhouse Gas Emissions, of the Draft EIR discusses the need to reduce carbon dioxide from cars and trucks. Light notes that new developments located near Caltrain or SamTrans public transportation stops are routinely allowed to provide less than adequate parking spaces in their plans; however, there's continued lack of cooperation between Caltrain and BART with low ridership decreasing on SamTrans and Caltrain. Light asserts that city planners need to be realistic about the use of public transportation and that new building projects should provide adequate parking spaces and include parking with chargers for electric cars as a more realistic solution to greenhouse gas emissions. Light asserts that electric cars are much quieter than traditional internal combustion engine cars. Light also requests more neighborhood preservation and protection, updated surveys in Central and North Central neighborhoods and older neighborhoods as potential historic districts, protection of historic pre-war homes and small duplexes for middle and low-income families in the equity priority neighborhoods, avoidance of demolition of homes in older neighborhoods (especially on the east side of San Mateo), and preservation of the street level exteriors of existing Craftsman Spanish and Tudor Revival and Victorian homes. Light asserts that new construction should be compatible with the existing neighborhoods and respect existing community character. Light requests the City encourage new developments to be compatible and harmonious with building styles and Architectural Styles prevalent in San Mateo.</p>	

RESPONSE TO COMMENTS

Comment #	Comment	Response
PH1-3	<p>Laurie Watanuki states that the impact of the buildout results in unacceptable cumulative traffic noise within the EIR study area and notes that no mitigation measures are available, according to the EIR. Watanuki points out that temporary construction noise can be reduced by staggering the projects and that taking the trucks out through the state highways (El Camino Real, 92, 101) would reduce the toxic dust pollution. Watanuki argues for reduced construction impacts in the equity priority neighborhoods and reduced heights of three stories in the land use map along 4th and 5th Avenue and the west side of South Delaware in the central neighborhood, as well as reduced heights of Mixed Use High I and Mixed Use High II in Downtown. Watanuki notes that bicycle boulevards are described in the Draft EIR and it says to include traffic calming on low traffic volumes. Watanuki also notes that 5th Avenue as described as a traffic boulevard from Delaware to South Amphlett. Watanuki requests the City keep 5th Avenue as a local street, versus having it reclassified as an arterial. Watanuki asserts that this conflict is in the General Plan and needs to be addressed. Watanuki points out that Central neighborhood has been an underserved neighborhood an equity priority boundary should be extended to 9th Avenue include streets from Amphlett to Delaware. Watanuki points out that the General Plan policy states to implement traffic calming on residential streets to reduce the cut through traffic and traffic noise. Watanuki requests the City install traffic circles on 9th Avenue and 5th Avenue from Delaware to South Amphlett, to keep the four-way stop signs, to not reclassify these streets to arterials, to do not put a truck route on 5th Avenue from South Delaware to South Amphlett on 5th Avenue (since it's going to be a proposed bike boulevard), and to not put a truck route on South</p>	<p>Regarding the commenter's concerns about noise and construction impacts, please see Responses PUB6-12, PUB6-14, and PUB6-16. Regarding the commenter's concerns about traffic calming, truck routes, traffic management, and grade separations, please see Responses PUB6-21, PUB6-22, PUB6-23, and PUB6-30, as well as Master Response 2, Roadway Classifications. Regarding Equity Priority Communities, please see Response PUB6-31.</p>

## RESPONSE TO COMMENTS

Comment #	Comment	Response
PH1-4	<p>Humboldt between 4th and 9th. Watanuki asserts that the City needs to make these streets safer for the bicyclists. Watanuki states that the neighborhood traffic management program is a living document and asserts that it needs to be updated to better address the cut through traffic volumes and provide more flexibility to address traffic impacts on local streets collectors and arterials in residential neighborhoods. Watanuki questions the ADT volumes on Peninsula and Popular Avenues from Delaware to South Humboldt and whether this is included in the Draft EIR. Watanuki also questions the percentage of Burlingame traffic that uses the Popular exit in San Mateo. Watanuki requests the City perform a separate study for the six grade separations and questions why there are so many grade separations between 1st and 9th and why Peninsula Avenue doesn't have grade separations.</p> <p>Ken Abreu points out that there is a ballot measure next year to amend Measure Y and questions whether the passing of this ballot measure would affect the City's ability to meet the RHNA, the General Plan itself, or the Draft EIR.</p>	<p>The passing of a ballot measure would not affect the City's ability to meet the RHNA, the General Plan itself, or the Draft EIR. As shown in Chapter 3, <i>Revisions to the Draft EIR</i>, of this Final EIR, impact discussion LU-2 in Chapter 4.10, <i>Land Use and Planning</i>, has been revised to include a consistency analysis between the proposed project and Measure Y. Any components in the proposed General Plan that are inconsistent with Measure Y would require voter approval before they can take effect. Proposed General Plan Policy LU 1.9, <i>Voter-Approved Growth Limits</i>, requires that, for the duration that Measure Y is in effect, any inconsistency between the measure and other provisions of the General Plan's Land Use Element shall default to the provisions specified in Measure Y.</p> <p>Please see Responses PUB 7-2 through PUB7-5 regarding the commenter's concerns about the impacts of growth and the</p>
PH1-5	<p>Michael Weinbauer expresses concerns about the accessibility of the Draft EIR and notes that it's very</p>	

RESPONSE TO COMMENTS

Comment #	Comment	Response
	<p>technical and includes a lot of acronyms. Weinbauer asserts that the Draft EIR does not adequately address issues and makes unreasonable assumptions that people will not drive and alternative modes of transportation would be readily available. Weinbauer also asserts that the General Plan and Draft EIR plans for extreme levels of growth (about 40 percent) that would worsen air quality, traffic, noise, and other key areas and questions why the City is planning for absurd growth levels. Weinbauer also points out that the General Plan and EIR focused on per capita statistics and asserts that we should not lose sight of absolute numbers. Weinbauer notes that the General Plan and EIR claims to require balancing jobs and offices and asserts that given the massive imbalance, it should be focused on housing (not only luxury and rental-only housing, but also affordable housing) and existing housing stocks should be preserved, as it gets gentrified and replaced with unaffordable housing, which there is no shortage of in San Mateo. Weinbauer asserts that the non-committal language used in the Draft EIR are meaningless without concrete legislation, quantifiable targets that someone is accountable for, and funding to ensure aspirational plans are actually put into place and impacts are truly understood and mitigated. Weinbauer points out that the Draft EIR calls for decarbonizing housing stock but there are serious doubts around PG&amp;E's abilities to export to support the existing demand, much less doubling that demand and the significant costs to property owners.</p>	<p>language used in the Draft EIR. Please also see Master Response 3, Lower Growth Alternative.</p>

## RESPONSE TO COMMENTS

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A P P E N D I X   B

REVISED PROJECTS INCLUDED  
IN BUILDOUT PROJECTIONS





APN	Project/Site Name	Address	Existing Land Use	Proposed General Plan Land Use Designation	Proposed Housing Units	Proposed Retail Square Footage	Proposed Office Square Footage
033163050	222 S Fremont	717 E 3rd Ave	Single Family Residential	Residential Medium Density	40	--	--
033171040	Monte Diablo and North Kingston	145 Kingston	Multi-Family Residential	Residential Low/Medium Density	--	--	--
033171050	Monte Diablo and North Kingston	139 Kingston	Multi-Family Residential	Residential Low Density	--	--	--
033171060	Monte Diablo and North Kingston	131 Kingston	Single Family Residential	Residential Low/Medium Density	--	--	--
033171180	Monte Diablo and North Kingston	1218 Monte Diablo	Commercial	Residential Medium Density	34	--	--
033281130	477 9th Ave Mixed Use Development	477 9th Ave	Office	Mixed-Use Medium	120	5,645	28,100
034144240	Essex at Central Park	E 5th Ave/San Mateo Dr	Commercial	Mixed-Use High	80	7,000	12,960
034176050	222 E. 4th Ave – Draeger’s	222 E 4th Ave	Commercial	Mixed-Use High	10	17,658	104,722
034176070	222 E. 4th Ave – Draeger’s	400 S B St	Commercial	Mixed-Use High	--	619	1,238
034176080	222 E. 4th Ave – Draeger’s	410 S B St	Commercial	Mixed-Use High	--	688	1,375
034176090	222 E. 4th Ave – Draeger’s		Commercial	Mixed-Use High	--	3,575	7,150
034179010	445 S B St Bespoke	302 E 4th Ave	Commercial	Mixed-Use High	60	89,415	66,585
034179020	445 S B St Bespoke	407 S B St	Commercial	Mixed-Use High	--	693	1,385
034179030	445 S B St Bespoke	415 S B St	Commercial	Mixed-Use High	--	680	1,361
034179040	445 S B St Bespoke	445 S B St	Commercial	Mixed-Use High	--	2,192	4,383
034179050	445 S B St Bespoke	4th/Railroad	Commercial	Mixed-Use High	--	1,383	2,766
034179060	445 S B St Bespoke	4th/Railroad	Commercial	Mixed-Use High	--	680	1,360
034181160	435 E. 3rd Ave.	435 E 3rd Ave	Commercial	Mixed-Use High	5	1,381	34,000
034183060	KIKU CROSSING	480 E 4th Ave	Commercial	Residential High Density	225	--	--
034185030	Block 21 500 E. 3rd Ave	312 Delaware St	Single Family Residential	Mixed-Use High	--	682	1,363
034185040	Block 21 500 E. 3rd Ave	318 Delaware St	Single Family Residential	Mixed-Use High	--	682	1,363
034185050	Block 21 500 E. 3rd Ave	320 Delaware St	Quasi Public	Mixed-Use High	--	696	1,392
034185110	Block 21 500 E. 3rd Ave	307 Claremont St	Industrial	Mixed-Use High	--	726	1,452
034185120	Block 21 500 E. 3rd Ave	512 3rd Ave	Commercial	Mixed-Use High	--	686	1,373
034185140	Block 21 500 E. 3rd Ave	373 Claremont St	Commercial	Mixed-Use High	--	517	1,035
034185150	Block 21 500 E. 3rd Ave	507 4th Ave	Commercial	Mixed-Use High	--	877	1,753
034185160	Block 21 500 E. 3rd Ave	300 Delaware St	Commercial	Mixed-Use High	111	1,380	179,560
034185170	Block 21 500 E. 3rd Ave	525 4th Ave	Commercial	Mixed-Use High	--	687	1,374
034185190	Block 21 500 E. 3rd Ave	311 Claremont St	Multi-Family Residential	Mixed-Use High	--	637	1,275
034185200	Block 21 500 E. 3rd Ave	315 Claremont St	Vacant	Mixed-Use High	--	679	1,358
034194030	616 S. B Street Nazareth Vista Mixed Use Development	616 S B St	Commercial	Residential Medium Density	48	6,919	--
034194140	616 S. B Street Nazareth Vista Mixed Use Development	600 S B St	Commercial	Residential Medium Density	--	--	--
034200220	Central Park South (Residential)	885 S El Camino Real	Public Park	Mixed-Use Medium	60	2,760	33,500
034275130	1 Hayward Avenue	5 Hayward Ave	Office	Mixed-Use Medium	18	1,098	4,495
034302140	1495 S. El Camino Real	1495 El Camino Real	Office	Mixed-Use Low/Medium	35	2,000	20,910
034413080	1600-1620 S. El Camino Real & 1541-1543 Jasmine Street	1600 El Camino Real	Commercial	Mixed-Use Medium	44	404	1,617
034413090	1600-1620 S. El Camino Real & 1541-1543 Jasmine Street	1604 El Camino Real	Commercial	Mixed-Use Medium	--	302	1,208
034413100	1600-1620 S. El Camino Real & 1541-1543 Jasmine Street	1610 El Camino Real	Commercial	Mixed-Use Medium	--	349	1,394
034413110	1600-1620 S. El Camino Real & 1541-1543 Jasmine Street	1620 El Camino Real	Commercial	Mixed-Use Medium	--	350	1,402
035215050	Hayward Park Station	1701 Leslie St	Industrial	Mixed-Use Medium	--	3,654	14,618
035215060	Hayward Park Station	1731 Leslie St	Industrial	Mixed-Use Medium	30	1,075	4,301
035221010	Hayward Park Station	1741 Leslie St	Industrial	Mixed-Use Medium	--	574	2,296
035221020	Hayward Park Station	1753 Leslie St	Industrial	Mixed-Use Medium	--	516	2,064
035242090	Concar Passage	678 Concar Dr	Commercial	Mixed-Use Medium	961	32,000	3,403
035242140	Concar Passage	666 Concar Dr	Commercial	Mixed-Use Medium	--	19,413	77,653
035242160	Concar Passage	1855 Delaware St	Commercial	Mixed-Use Medium	--	1,413	5,654
035242170	Concar Passage	1880 Grant St	Commercial	Mixed-Use Medium	--	18,182	72,727
035242190	Concar Passage	690 Concar Dr	Commercial	Mixed-Use Medium	--	1,479	5,917
035242200	Concar Passage	1820 Grant St	Commercial	Mixed-Use Medium	--	1,480	5,919
035242210	Concar Passage	640 Concar Dr	Commercial	Mixed-Use Medium	--	7,558	30,230
035242220	Concar Passage	Concar Dr/S Delaware St	Commercial	Mixed-Use Medium	--	2,021	8,083
035383200	Fish Market 1855 S. Norfolk St	1863 S Norfolk St	Commercial	Mixed-Use Medium	239	12,595	50,381
039030340	1919 O'Farrell Street	1919 O'Farrell St	Office	Mixed-Use Medium	49	2,421	9,682
039352060	Hillsdale Terraces	2700 El Camino Real	Commercial	Mixed-Use High	--	2,025	4,051
039352070	Hillsdale Terraces	2750 El Camino Real	Commercial	Mixed-Use High	--	1,625	3,250
039352090	Hillsdale Terraces	2790 El Camino Real	Commercial	Mixed-Use Medium	68	13,078	4,670
039353060	2850 El Camino Real	2850 El Camino Real	Office	Mixed-Use Medium	18	7,458	1,340

APN	Project/Site Name	Address	Existing Land Use	Proposed General Plan Land Use Designation	Proposed Housing Units	Proposed Retail Square Footage	Proposed Office Square Footage
039490170	Hillsdale Shopping Center	41 Hillsdale Blvd	Commercial	Mixed-Use Medium	1998	297,423	1,189,691
040031040	Bay Meadows Modification, PA20-033	3069 Kyne St (BMSP - Residential Block 6)		Residential Medium Density	108	--	--
040031230	Bay Meadows Modification, PA20-020	2600 S Delaware St		Mixed-Use Medium	114	10,244	241,756
040031240	Bay Meadows Modification, PA20-020	2600 S Delaware St		Mixed-Use Medium	--	2,474	9,898
040102580	477 E. Hillsdale Blvd (Hillsdale Inn)	341 Hillsdale Blvd	Commercial	Residential Medium Density	230	--	--
040102620	477 E. Hillsdale Blvd (Hillsdale Inn)	477 Hillsdale Blvd	Commercial	Residential Medium Density	--	--	--
040102630	477 E. Hillsdale Blvd (Hillsdale Inn)	477 Hillsdale Blvd	Commercial	Residential Medium Density	--	--	--
041521010	Peninsula Heights	2988 Campus Dr	Office	Residential Low Density	290	--	--
041521020	Peninsula Heights	2800 Campus Dr	Single Family Residential	Residential Low Density	--	--	--
041522010	Peninsula Heights	2655 Campus Dr		Residential Low Density	--	--	--
041522020	Peninsula Heights	2755 Campus Dr	Office	Residential Low Density	--	--	--
032197150	115 Monte Diablo		Single Family Residential	Quasi-Public	--	--	--
032311140-50	77 N San Mateo Dr		Office		--	--	--
032322130	303 Baldwin Avenue (Trag's Market)		Commercial	Mixed-Use Medium	--	2,458	9,832
032322200	303 Baldwin Avenue (Trag's Market)		Commercial	Mixed-Use Medium	64	19,952	60,664
032323340	Mi Rancho Market (80 N B St)	80 N B St	Commercial	Mixed-Use Low/Medium	--	9,200	5,375
033163010	200 S. Fremont Street (Fremont Terrace)		Vacant	Residential Medium Density	--	--	--
033163020	200 S. Fremont Street (Fremont Terrace)		Single Family Residential	Residential Medium Density	15	--	--
033163150	222 S Fremont		Vacant	Residential Medium Density	--	--	--
033281140	KIKU CROSSING - City-Owned Downtown Affordable Housing an	400 E 5th Ave	Office	Public Facilities	--	--	32,684
033441260	Wastewater Treatment Plant Upgrade (2050 Detroit Drive)	2075 Detroit Dr	Public Facility		--	--	--
034093050	2 W. 3rd Avenue	2 W 3rd Ave	Single Family Residential	Mixed-Use Medium	--	946	18,743
034122020	520 S. El Camino Real		Office	Office High	--	--	6,379
034122450	520 S. El Camino Real	520 S El Camino Real	Office	Office High	--	--	120,064
034122460	520 S. El Camino Real	500 S El Camino Real	Office	Office High	--	--	236,441
034143280	44 E. 3rd Avenue		Commercial	Mixed-Use Medium	66	5,549	5,989
034143290	44 E. 3rd Avenue		Commercial	Mixed-Use Medium	--	932	3,728
034154030	31 - 57 S. B St. (Donut Delite)		Multi-Family Residential	Mixed-Use High	--	5,120	36,535
034172080	180 E. Third Avenue		Commercial	Mixed-Use Medium	--	3,380	19,608
034178130	333-345 S. B Street Facade & Office SPAR		Commercial	Mixed-Use Medium	--	402	7,034
034178140	333-345 S. B Street Facade & Office SPAR		Commercial	Mixed-Use Medium	--	673	2,693
034182120	406 E 3rd Avenue		Commercial	Mixed-Use Medium	25	1,799	103,731
034182130	406 E 3rd Avenue		Commercial	Mixed-Use Medium	--	--	--
034182140	406 E 3rd Avenue		Commercial	Mixed-Use Medium	--	--	--
034182150	406 E 3rd Avenue		Commercial	Mixed-Use Medium	--	--	--
034182160	405 E. 4th Avenue		Commercial	Mixed-Use Medium	15	1,821	65,514
034186060	500 E. 4th Ave		Multi-Family Residential	Mixed-Use High	--	751	1,502
034186070	500 E. 4th Ave		Office	Mixed-Use High	--	395	789
034186080	500 E. 4th Ave		Commercial	Mixed-Use High	86	1,379	142,000
034186090	500 E. 4th Ave		Office	Mixed-Use High	--	1,333	2,666
034186110	500 E. 4th Ave		Commercial	Mixed-Use High	--	2,437	4,874
034188140	668 E 3rd Ave		Commercial		--	--	--
035200120	1650 S. Delaware Street (Azara Apt - former AAA Office Building)		Office	Mixed-Use High	73	5,814	11,628
035200200	Station Park Green		Vacant	Mixed-Use Medium	599	60,000	45,000
035200210	Station Park Green		Commercial	Mixed-Use Medium	--	11,119	44,478
035200220	Station Park Green		Commercial	Mixed-Use Medium	--	9,553	38,214
035200230	Station Park Green		Commercial	Mixed-Use Medium	--	11,949	47,797
035200999	Hayward Park Project		Vacant	Mixed-Use High	191	16,874	33,748
035202010	400-450 Concar Dr. (Hines) Office Building		Office	Office Medium	--	--	276,467
035321080	Public Storage -2222 S. Delaware St		Industrial	Mixed-Use Medium	--	8,313	33,253
039060870	21 Lodato		Multi-Family Residential	Residential Low/Medium Density	3	--	--
039073510	2164 Palm Ave.		Vacant	Mixed-Use Medium	--	1,227	4,908
039081030	2333 Palm Ave		Public Facility		--	--	--
039590170	60 31st Ave		Commercial		--	--	--
040030180	Saratoga Drive and Yates Way (Medical Office)		Vacant	Office Medium	--	--	86,000
040030220	2495 S Delaware Street (Underground Flow Equalization System)		Public Facility	Public Facilities	--	--	1,250,438
040030870	131 E 28th Ave		Public Facility		--	--	--

APN	Project/Site Name	Address	Existing Land Use	Proposed General Plan Land Use Designation	Proposed Housing Units	Proposed Retail Square Footage	Proposed Office Square Footage
040031210	Bay Meadows Modification		Vacant	Mixed-Use Medium	--	9,820	382,888
040031220	Bay Meadows Modification		Vacant	Mixed-Use Medium	--	2,855	11,421
040031250	Bay Meadows II SPAR #1 STA 1 & 5 Modification			Office Medium	--	--	184,205
040031320	Bay Meadows II SPAR #1 STA 1 & 5 Modification			Office Medium	--	--	130,953
040031330	Bay Meadows II SPAR #1 STA 1 & 5 Modification			Office Medium	--	4,756	367,322
040150090	Atria Hillsdale Renovation		Quasi Public	Residential Low/Medium Density	--	--	--
040161110	2940 S. Norfolk St. (Hampton Inn and Suites)		Commercial	Commercial Regional	--	59,331	--
040231020	29 Vista Ave		Commercial		--	--	--
041362280	1400 W Hillsdale Blvd		Commercial		--	--	--
				Total	6,132	852,887	6,108,355



A P P E N D I X   G

C O M M E N T S   R E C E I V E D   O N   T H E  
D R A F T   E I R



**From:** Olson, Brian@DOC  
**To:** msandhir@cityofsanmateo.org  
**Cc:** OLRA@DOC; OPR State Clearinghouse; Gomez, DarylAnne@DOC  
**Subject:** Strive San Mateo General Plan 2040 and Climate Plan Update  
**Date:** Thursday, September 21, 2023 11:42:41 AM  
**Attachments:** Outlook-z4z5gswd.png  
Outlook-dw5ghtmf.png  
Outlook-xol112ri.png  
Outlook-Banner rea

SCH Number  
2022010160  
Lead Agency  
City of San Mateo  
Document Title  
Strive San Mateo General Plan 2040 and Climate Plan Update  
Document Type  
EIR - Draft EIR  
Received  
8/11/2023



Hello, Manira—

Thank you for providing the City's Draft EIR for the 2040 General Plan for our review. This email conveys the following recommendations from CGS concerning geologic issues within the General Plan documents:

1. Liquefaction and Landside Hazards

- The Draft EIR discusses liquefaction and landsliding as potential hazards and provides a map of "Liquefaction Potential" and "Slope Failure Potential" based on the ABAG Hazard Viewer Map (Figure 4.6-4). CGS notes the slope failure potential depicted in Figure 4.6-4 represents "rainfall-induced" landsliding, not "earthquake-induced" landsliding, which is a related, but unique seismic hazard. The City should consider providing an additional discussion of this hazard.
- The City should supplement these sections with a discussion of official CGS Earthquake Zones of Required Investigation (EZRI) for both liquefaction and earthquake-induced landslides, and consider providing a map of these official zones, which are more extensive than those provided by ABAG.

- CGS maps and data are available here:

<https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-program-liquefaction-zones-1/about>

<https://maps-cnra-cadoc.opendata.arcgis.com/datasets/cadoc::cgs-seismic-hazards-program-landslide-zones-doc-hosted/about>

<https://maps.conservation.ca.gov/cgs/informationwarehouse/index.html?map=regulatorymaps>  
<https://maps.conservation.ca.gov/EQZApp/app/>

- Cities and counties affected by EZRI must regulate certain development projects within them. The Seismic Hazards Mapping Act (1990) also requires sellers of real property (and their agents) within a mapped hazard zone to disclose at the time of sale that the property lies within such a zone.

2. Radon Hazards

- The Draft EIR does not address indoor radon gas hazards; however, part of the City is within an area mapped by CGS with "High Radon Potential".
- The City should provide a discussion of both the health hazards and geologic sources of radon

GOV1-1

GOV1-2

GOV1-3

GOV1-4

GOV1-5

GOV1-6

GOV1-7



gas, and consider including a map of CGS radon potential zones within the proposed project from CGS Special Report 226, entitled "Radon Potential in San Mateo County, California".

- CGS maps and data are available here:

<https://maps.conservation.ca.gov/cgs/radon/app/>

<https://gis.data.ca.gov/datasets/cadoc::cgs-mineral-hazards-indoor-radon-potential-zones/about>

<https://www.conservation.ca.gov/cgs/minerals/mineral-hazards/radon>

GOV1-7  
cont.

GOV1-8

<!--[if !vml]-->



<!--

[endif]-->



<!--[endif]--> <!--[if !vml]-->



<!--[endif]-->

@CAgeosurvey

FOLLOW US!

**Brian Olson, CEG**  
**Senior Engineering Geologist**  
**Seismic Hazards Program**

<!--[if !vml]--> **14 Years of Public Service** <!--[endif]-->

**California Geological Survey**

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*"A team is not a group of people who work together.*

*A team is a group of people who trust each other." – Simon Sinek*

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## California Department of Transportation

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P.O. BOX 23660, MS-10D | OAKLAND, CA 94623-0660  
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September 25, 2023

SCH #: 2022010160  
GTS #: 04-SM-2022-00533  
GTS ID: 25265  
Co/Rt/Pm: SM/82/11.696

Manira Sandhir, Planning Manager  
City of San Mateo  
330 West 20th Avenue  
San Mateo, CA 94403

Re: Strive San Mateo General Plan 2040 and Climate Plan Update – Draft Environmental Impact Report (DEIR)

Dear Manira Sandhir:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the Strive San Mateo General Plan 2040 and Climate Plan Update. We are committed to ensuring that impacts to the State's multimodal transportation system and to our natural environment are identified and mitigated to support a safe, sustainable, integrated and efficient transportation system.

GOV2-1

The Local Development Review (LDR) Program reviews land use projects and plans to ensure consistency with our mission and state planning priorities. The following comments are based on our review of the August 2023 DEIR.

### Project Understanding

The proposed project would build off the existing General Plan 2030 to provide a framework for land use, transportation, conservation decisions through the horizon year of 2040. It would also update the buildout projects used in the City's Climate Action Plan to be consistent with the updated General Plan 2040.

GOV2-2

### Travel Demand Analysis

With the enactment of Senate Bill (SB) 743, Caltrans is focused on maximizing efficient development patterns, innovative travel demand reduction strategies, and multimodal improvements. For more information on how Caltrans assesses Transportation Impact Studies, please review Caltrans' Transportation Impact Study Guide ([link](#)).

GOV2-3

The project's Vehicle Miles Traveled (VMT) analysis and significance determination are undertaken in a manner consistent with the Office of Planning and Research's (OPR) Technical Advisory and the City's Transportation Impact Analysis guidelines. Per the VMT analysis in the DEIR, this project is found to have a less than significant VMT impact, therefore working towards meeting the State's VMT reduction goals.

GOV2-4

Page 4.15-16, "the proposed project is generally consistent with and would not obstruct the transit-related goals and policies in Plan Bay Area as it supports transit facilities and transit-oriented development". Please consider strengthening the language as the General Plan Update could be reinforced with stronger language to advance the stated transportation goals of Plan Bay Area and the State.

GOV2-5

Caltrans encourages policies and programs related to land use and circulation that increase density, improve regional accessibility, and reduce VMT. The City may also consider the following strategies to reduce VMT, in addition to the priority strategies identified in Table 4.7-3:

- Real-time transit information system
- Transit subsidies
- Unbundled parking requirement from housing developments

GOV2-6

For additional TDM options, please refer to the Federal Highway Administration's Integrating Demand Management into the Transportation Planning Process: A Desk Reference, Chapter 8 ([link](#)).

#### Multimodal Transportation Planning

Please review and include the reference to the Caltrans District 4 Pedestrian Plan (2021) and the Caltrans District 4 Bike Plan (2018) in the DEIR. These two plans studied existing conditions for walking and biking along and across the State Transportation Network (STN) in the nine-county Bay Area and developed a list of location-based and prioritized needs.

GOV2-7

Please note that any Complete Streets reference should be updated to reflect Caltrans Director's Policy 37 ([link](#)) that highlights the importance of addressing the needs of non-motorists and prioritizing space-efficient forms of mobility, while also facilitating goods movement in a manner with the least environmental and social impacts. This supersedes Deputy Directive 64-R1, and further builds upon its goals of focusing on the movement of people and goods.

GOV2-8

#### Integrated Transportation and Land Use Planning

Please review and include the reference to the current California Transportation Plan (CTP) in the DEIR.

GOV2-9

CTP 2050 envisions that the majority of new housing located near existing housing, jobs, and transit, and in close proximity to one another will reduce vehicle travel and greenhouse gas emissions, and be accessible and affordable for all Californians, including disadvantaged and low-income communities. The location, density, and affordability of future housing will dictate much of our future travel patterns, and our ability to achieve the vision outlined in CTP 2050. Caltrans encourages the City to consider and explore the potential of excess state-owned property for affordable housing development, per Executive Order N-06-19.

GOV2-9  
Cont.

#### Equitable Access

If any Caltrans facilities are impacted by the project, those facilities must meet American Disabilities Act (ADA) Standards after project completion. As well, the project must maintain bicycle and pedestrian access during construction. These access considerations support Caltrans' equity mission to provide a safe, sustainable, and equitable transportation network for all users.

GOV2-10

Thank you again for including Caltrans in the environmental review process. Should you have any questions regarding this letter, please contact Marley Mathews, Transportation Planner, via [LDR-D4@dot.ca.gov](mailto:LDR-D4@dot.ca.gov).

GOV2-11

For future early coordination opportunities or project referrals, please contact [LDR-D4@dot.ca.gov](mailto:LDR-D4@dot.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Yunsheng Luo'.

YUNSHENG LUO  
Branch Chief, Local Development Review  
Office of Regional and Community Planning

c: State Clearinghouse



**SAN MATEO  
HERITAGE ALLIANCE**

September 25, 2023

Ms. Manira Sandhir, Planning Manager  
City of San Mateo, Community Development Department  
330 20<sup>th</sup> Ave.  
San Mateo, CA 94403

Dear Ms. Sandhir:

Congratulations on completing the Draft EIR for the San Mateo Draft 2040 General Plan. It is a well written, visually appealing document.

The San Mateo Heritage Alliance appreciates that you have incorporated many of our comments on the General Plan policies to identify historic resources more broadly in San Mateo and use more appropriate terminology for the definition of historic resources.

ORG1-1

The Draft EIR Cultural Resources section, however, is incomplete. The section is therefore inadequate and must be revised and recirculated for public comment for these substantial reasons:

1. 4.4.1.2, Existing Conditions section is missing a description of at least two National Register of Historic Places eligible historic districts—Baywood and Yoshiko Yamanouchi House.
2. The impact discussion is missing an analysis of the project effects on historic districts.
3. The impact conclusion is not supported by the impact analysis.
4. General Plan policies are not reliable mitigation measures to avoid or reduce the significant adverse impacts that may be caused by the project. The City of San Mateo has failed to comply with its General Plan policies regarding historic resources for the past 25+ years.
5. CEQA is not a reliable mitigation measure for the significant adverse impacts that may be caused by the project. The City of San Mateo's compliance with CEQA has been selective, and most often used to justify demolition and not protection of historic resources.

ORG1-2

ORG1-3

ORG1-4

ORG1-5

ORG1-6

We offer the following comments on the Draft EIR.

#### 4.4 Cultural Resources

##### 4.4.1.2 Existing Conditions

**p. 4.4-9, para. 2:** The existing conditions section is not complete because it does not include two documented historic districts:

1. The Baywood Historic District is bounded by Alameda de las Pulgas, Crystal Springs Road, Eaton Road, Virginia Avenue, Edinburgh Street, and Notre Dame.
2. The Yoshiko Yamanouchi House Historic District is at 1007 East 5th Avenue.

ORG1-7

The City received the *Baywood Historic Asset Analysis* (Brandi 2022) in April 2022. This report identifies the historic context of the Baywood neighborhood, the boundary of the Baywood Historic District, and the criteria under which the Historic District is eligible for the National Register of Historic Places. This report should be referenced in the EIR. In addition, San Mateo Heritage Alliance is submitting an

additional report on the Baywood Historic District that identifies the district boundaries, provides information on each property in the district, and identifies the contributors to the district and the properties that are not contributors.

The Yoshiko Yamanouchi House Historic District has 9 resources on the property including 3 buildings, 3 sites, and 3 structures. This information should be included in the Draft EIR and the effects on the districts from increased adjacent traffic should be analyzed. The effects on the Yoshiko Yamanouchi House Historic District is potentially significant due to the increased levels of traffic and pollution.

ORG1-7  
cont.

#### 4.4.4.1 Regulatory Framework

The discussions of cultural resource regulations does not include the regulatory framework for historic districts. The treatment of historic districts may be different than the treatment of individual historic properties. It is important to understand the regulatory framework for districts because the City has four historic districts; two identified as part of the 1989 Historic Building Survey, the Baywood Historic District, and the Yoshiko Yamanouchi House Historic District.

ORG1-8

#### CULT 1:

Thank you for acknowledging the potential impact of incompatible new buildings adjacent to historic buildings or districts. The City's practice has been to only address the direct effects of the project on historic resources. The impact of new development on the Downtown Historic District has not been analyzed or mitigated (e.g., Prometheus building at the former Trag's site).

ORG1-9

p. 4.4-11, para. 2 states:

"properties in the EIR Study Area that are listed in or determined to be eligible for listing in the National and California Registers would be categorized as historic resources even if they are not formally landmarked by the City."

This statement cannot be relied upon because the City has not followed these procedures. The City did not include the Baywood or Yamanouchi districts in this EIR. The City disregarded the Baywood historic district report (Brandi 2022) that outlined the boundaries of the district and identified Baywood as an eligible historic district, as well as a memo that indicated the property was a contributor to the district. The City did not treat the property as a historic resource and permitted demolition of the property without conducting the appropriate CEQA review.

ORG1-10

#### p. 4.4-11:

Policy CD 5.3: Historic Resources Definition. Define historic resources as buildings, structures, sites, and districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.

The City currently treats contributors to the Downtown Historic District as historic resources. This definition of historic resources only include districts. The City Historic Resources Code, which only applies to the Downtown Historic District currently states:

ORG1-11

27.66.040 CONFORMANCE WITH STANDARDS AND GUIDELINES.

(a) City-wide. All exterior modifications of individually eligible and contributor buildings (e.g., exterior building additions and alterations) shall conform with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures, 1990 Edition.

This code implies contributors are treated as historic resources. Will contributors in new districts be required to follow the Secretary of Interior's guidelines for exterior modifications?

Please add "contributors to eligible historic districts" to the definition of historic resources in Policy CD 5.3, to be consistent with how Downtown historic resources are treated. Contributors to historic districts must be protected in order to protect the integrity of the district.

Please provide a reference or more information about the requirements of a historic resources report.

### **Impacts to Historic Districts**

The impact analysis should address the potential for direct and indirect significant effects on eligible historic districts and their contexts, especially for areas that have not yet been fully surveyed. The Yoshiko Yamanouchi House Historic District could be adversely affected by the proposed project, including increased traffic and the reconstruction of the 3rd/4th Avenue Interchange. Please revise the analysis to include an analysis of the impacts on the historic district.

The Aragon and San Mateo Park neighborhoods border El Camino Real development areas. Hayward Park borders the railroad development corridor and El Camino Real development corridor. The analysis is incomplete because it does not consider the potential for direct and indirect impacts on unsurveyed potential historic districts identified in the 1989 *Historic Building Survey*. The impact analysis should be revised to address this new impact.

### **General Plan policies are not a reliable means of mitigating potential significant adverse impacts to historic resources because the City fails to comply with its own policies.**

- The City of San Mateo has for 13 years disregarded its adopted General Plan policies regarding historic resources.
- The City has failed to comply with current General Plan policy C/OS 8.2 Historic Districts. The policy requires the City to "Consider the protections of concentrations of buildings which convey the flavor of local historical periods or provide an atmosphere of exceptional architectural interest or integrity, after additional study." and "In consideration of future historic districts, specific regulations to maintain historic character **shall** be developed." The City continues to disregard this policy by refusing to acknowledge identified eligible historic districts and permitting demolition of historic resources to occur unabated and unaffected by its General Plan policies.
- The City has failed to comply with current General Plan policy C/OS 8.4 Inventory Maintenance. This policy directs the City to "Establish and maintain and inventory architecturally, culturally and historically significant structures and sites." It also warns that "without maintenance, the inventory becomes unreliable and unusable." For 34 years the City has failed to maintain or update the 1989 *Historic Building Survey* resulting in the continual and unabated loss of historic resources.

ORG1-11  
cont.

ORG1-12

ORG1-13



**Policy CD 5.7: Demolition Alternatives**

Please add the requirement to identify demolition alternatives for contributors to a historic district.

ORG1-14

**Action CD 5.8: Historic Resources Context Statements, Action CD 5.9: Historic Resources Survey, and Action CD 5.10: Historic Preservation Ordinance**

These actions imply they will be conducted sequentially (Prepare neighborhood-specific historic context statements prior to updating the historic resources survey.) Please update the Historic Preservation Ordinance **first** to address the two new eligible historic districts (the Yoshiko Yamanouchi House Historic District and Baywood Historic District).

ORG1-15

**p. 4.4-13 Significance without mitigation: Less than significant Conclusion.**

The conclusion that the proposed project would not cause a substantial adverse impact on historical resources is contrary to the discussion of the many ways the proposed project could have significant adverse impacts on historical resources:

- "Implementation of the proposed project could have the potential to directly impact cultural resources by altering land use regulations that govern these properties or surrounding sites."
- "Potential impacts from future development on, or adjacent to, historical resources could lead to demolition...inappropriate modification...inappropriate new construction... incompatible new buildings."
- "Development activities under the proposed project therefore have the potential to be incompatible with historical resources, which could be a significant impact."
- "If new development were to directly impact existing resources, impacts on historical resources could be significant."

ORG1-16

Based on the above statements from the impact discussion, the conclusion should be amended to read **"the proposed project has the potential to cause a substantial adverse change to historical resources."**

**The California Environmental Quality Act (CEQA) is not a reliable means of mitigating potential significant adverse impacts to historic resources.**

CEQA does not prevent demolition of historic resources. The City can make overriding considerations that housing is more important than historic resources. The impact analysis does not support the conclusion of no significant impact with no mitigation. The Draft EIR (p. 4.4-13)states:

"Under CEQA, conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties would normally mitigate impacts to a less-than-significant level. Because the proposed General Plan is a program level document, it is not possible to determine whether individual projects under the proposed project would be able to conform with the Secretary of Interior's Standards. ... The requirement for subsequent CEQA review, pursuant to state law, would minimize the potential for new development to indirectly affect the significance of existing historical resources to the maximum extent practicable."

ORG1-17

This statement suggests that some significant impacts may not be mitigated through compliance with the Secretary of Interior's Standards or through CEQA review. If no additional mitigation is imposed the project could result in significant unavoidable adverse effects. Additional mitigation measures should be presented.

**Recirculation is Necessary**

The Draft EIR should be recirculated in accordance with CEQA Guidelines 15088.5. Recirculation of an EIR Prior to Certification because the impact analysis is incomplete and new mitigation measures are necessary. The lack of the impact analysis and mitigation measures deprives the public of a meaningful opportunity to comment.

ORG1-18

**CULT-4**

The proposed project would not, in combination with past, present, and reasonably foreseeable projects, result in cumulative cultural resources impacts in the area.

The discussion under this impact does not describe the specific or even a general discussion of the number of historic resources lost through development to date. It is not possible to credibly assess cumulative impacts with no discussion of impacts to date.

The Downtown Historic District has been eroded on all sides:

- The entrance at Third Avenue and El Camino Real
- Prometheus building on Baldwin
- Redevelopment of Donut Delite and Talbots
- The 6-7 story buildings on 3<sup>rd</sup> and 4<sup>th</sup> east of the railroad.

ORG1-19

Please provide the number of downtown historic buildings and contributors modified or demolished to date. What is the cumulative impact threshold for losses of historic buildings in the historic districts, especially the Downtown Historic District? Mitigation is necessary for the potentially significant cumulative effects.

I look forward to reviewing the revised Draft EIR with the missing analyses and mitigation measures.

ORG1-20

Sincerely,

San Mateo Heritage Alliance



David D. Bohannon Organization    t 650.345.8222  
 Sixty 31st Avenue    f 650.573.5457  
 San Mateo, CA 94403-3404    w ddbp.com

September 25, 2023

[Sent via email: [msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)]

Manira Sandhir  
 Planning Manager  
 City of San Mateo  
 Community Development Department  
 330 West 20th Avenue  
 San Mateo, CA 94403

Re: San Mateo General Plan Update and Draft Environmental Impact Report Comments

Dear Manira:

On behalf of HSC Property Owner LLC, the owners of the Hillsdale Shopping Center and surrounding properties (Owners), we appreciate the opportunity to submit comments on the Strive San Mateo General Plan Update (GPU) and Draft Environmental Impact Report (DEIR).

As you may know, the Owners have embarked on a process to collect community input to reimagine the Hillsdale Shopping Center for its next evolution – from a shopping center into a great neighborhood with retail, homes, supporting commercial development and more. As part of this process, our team has reviewed the GPU and DEIR and supports the City's goals and efforts in the GPU. In the spirit of collaboration, the Owners wish to submit the following comments for consideration on both the GPU and DEIR. Further, we request that these comments are considered in the implementation of the GPU, i.e. through zoning amendments or otherwise.

ORG2-1

#### GPU

1. Land Use Policy 6.2 [Hillsdale Shopping Center] – This policy allows redevelopment of the Hillsdale Shopping Center for a “mix of uses, including commercial, retail, office, hotel, and residential uses.” Given the market demand for research and development (R&D) uses, and the fact that R&D uses can provide important job generating uses that have the added benefit of “in office” employment that energizes mixed use areas, we request that this policy explicitly identifies that R&D uses are permitted. We also request that R&D is explicitly allowed in the Mixed Use designations.
2. Land Use Table LU-1 [Land Use Designations] – We note that the new designations identify height limitations by stories rather than building height. We

ORG2-2

request discussion of how these story limitations will be implemented in the implementing zoning. We'd like to ensure that if/when height is codified in feet, that it does not cause any surprises. We note that the actual height can vary depending on preferred ceiling heights for varying uses.

3. Circulation [new policy/action suggestion] – Consistent with efforts to reduce vehicle miles traveled (VMT) articulated in the GPU (for example, Action C 2.3 [Education and Outreach]: “pursue education for developers and employees about programs and strategies to reduce VMT, parking demand, and the resulting benefits” and Policy C 6.7 [Capital Improvement Program]: “Prioritize improvements that increase person throughput in project prioritization to reduce VMT”), we request the City take action to incorporate multi-modal improvements into the Capital Improvement Program so that developer-funded transit, bicycle and pedestrian infrastructure improvements will earn Transportation Impact Fee (TIF) credits based on Multimodal Level of Service criteria. We note that this is consistent with Zoning Code Section 27.13.090 which grants credits for improvements that are identified in the Transportation Improvement Fee Technical Report. This is an important step in implementing the transition from automobile focused improvements to multi-modal improvements.
4. Circulation [new policy/action suggestion] – We recommend that the General Plan reflects and expands policies in transit oriented plans, including the Rail Corridor Plan, that require applicants for new developments within one half mile of a major transit station prepare a parking demand study, rather than impose a specific parking ratio, in recognition of access to mass transit. We recommend that this policy is reflected in the GPU to ensure consistent implementation in transit oriented plans. We also note that this action would be consistent with the intent behind AB 2097, which largely eliminates parking requirements for projects in proximity to major transit.
5. Conservation Open Space Policy 7.2 [Acreage Standards] – This policy is to “[a]quire or accept for dedication two acres of neighborhood and community parks per 1,000 residents.” We note that this standard is highly land consumptive and places a heavy burden on development. If implemented conservatively, it can result in the loss of residential units, which are sorely needed to meet RHNA targets. We have a number of suggestions to make this policy feasible.
  - a. We request that a broad scope of open space is accepted, including plazas, paseos, parklets, trails, courtyards and amenity terraces. We understand that this is consistent with past practice.

ORG2-2  
cont.

- b. We request that developer funded park improvements that are included in the Parks Master Plan continue to receive credits from park fees.
  - c. Finally, we recommend that this policy is implemented in consideration of park spaces provided in the same service area. For example, if ample parks have been provided in excess of the intended ratio in one service area, that should be considered in relation to other projects in the same service area.
6. Public Safety Facilities 4.3 [Building Electrification] – This policy is to “[r]equire electrification for new building stock and reduce fossil fuel usage for existing building stock at the time of building alteration.” We suggest that a feasibility standard is considered and that exceptions are allowed for affordable housing, commercial kitchens and R&D uses. An electrification requirement imposed on alterations to existing buildings could inhibit the ability and interest in altering existing uses. We anticipate that the alteration and preservation of existing uses, particularly affordable housing, would be encouraged and suggest that feasibility is considered in relation to an existing building alteration project. We understand that the San Mateo Sustainability and Infrastructure Commission is currently meeting to discuss and collect and discuss stakeholder input on the “Electrify San Mateo – Building for the Future: City of San Mateo Sustainable Buildings Strategy.” In particular, we understand the Commission is seeking input on the impacts of new requirements on existing buildings. Accordingly, we suggest that policy leaves room for stakeholder input and implementation flexibility.

ORG2-2  
cont.

With respect to new uses, a natural gas prohibition on some uses, particularly R&D and commercial kitchens, would pose real limitations on the ability to develop and market such uses. We note that other Bay Area cities have provided for exemptions. For example, Santa Clara exempts “L” occupancies (which includes laboratories), hotel laundries, commercial kitchens as well as other uses where there is “not an all-electric prescriptive compliance pathway”.<sup>1</sup> We recommend similar considerations in adopting electrification requirements.

7. Policy N 2.1 [ Noise Regulation] – This policy is to “[r]egulate noise in San Mateo to prohibit noise that is annoying or injurious to community members.” We would like to ensure that there will still be an opportunity to request construction noise exceptions, pursuant to a City process, for limited periods of time.

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<sup>1</sup> Santa Clara Code §15.36.040(b).

8. Policy N 2.2: [Minimize Noise Impacts] – This policy is to “[i]ncorporate necessary mitigation measures into new development design to minimize short-term noise impacts. Determine whether new development has the potential to result in a significant noise impact on existing development based on the following standards. Impacts will be analyzed based on long-term operational noise increases at the sensitive receptor property line, or new uses that generate noise levels at the sensitive receptor property line [above 5 dBA, with certain other additional requirements].” We suggest that existing ambient noise levels are considered in the implementation of exterior noise standards. For example, in one such example,<sup>2</sup> in the event the ambient noise level exceeds the otherwise specified noise standards, an “adjusted ambient noise level” is applied as the noise standard. In cases where the noise standard is adjusted due to a high ambient noise level, the noise standard shall not exceed the “adjusted ambient noise level,” or 70 dB(A), whichever is less. In cases where the ambient noise level is already greater than 70 dB(A), the ambient noise level is applied as the noise standard. We request a similar consideration and adjustments based on existing ambient noise levels.
9. Policy N 2.4: [Traffic Noise] – This policy is to “[r]ecognize projected increases in ambient noise levels resulting from future traffic increases, as shown on Figure N-2. Promote reduced traffic speeds and the installation of noise barriers or other methods to reduce traffic noise along highways and high volume roadways where noise-sensitive land uses (listed in Table N-1) [of the proposed General Plan] are adversely impacted by excessive noise levels (60 dBA [Ldn] or above).” We suggest that feasibility is considered when implementing this policy. There may be some instances when it is not feasible to install noise barriers given right-of-way or property ownership constraints and, therefore, suggest that this policy is implemented to the extent feasible.

ORG2-2  
cont.

#### DEIR

1. Project Description and Appendix B [Projects Included in Buildout Projections] – We note that Table 3-1 [Proposed General Plan 2040 Buildout Projections] identifies the “total net change” in development from existing conditions. We request clarification on whether the site capacities assumed in the Buildout Projections reflect total capacity or net new capacity. It is well established under CEQA that using “net new” square footage reflects the true change in conditions

ORG2-3

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<sup>2</sup> Orange Municipal Code, § 8.24.040©.



from existing/prior uses to the ultimate/future use conditions (14 Cal. Code Regs., § 15125, subd. (a)); *Fat v County of Sacramento* (2002) 97 CA4th 1270).

ORG2-3  
cont.

2. Wildfire – For the sake of accuracy, we note that Figure 4.18-5, “Potential Evacuation Routes,” does not appear to show that 31st Avenue and 28th Avenue now connect under the Caltrain Tracks as a result of a recent grade separation project. These new road connections may provide additional Potential Evacuation Routes east of the Caltrain tracks.

ORG2-4

We thank you for your time and your consideration and your efforts on the GPU and DEIR.

ORG2-5

Sincerely,



David Bohannon  
President & CEO

Cc: City Council ([Citycouncil@cityofsanmateo.org](mailto:Citycouncil@cityofsanmateo.org))

Planning Commission ([PlanningComission@cityofsanmateo.org](mailto:PlanningComission@cityofsanmateo.org))

Alex Khojikian ([akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org))

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Chelsea Maclean ([chelsea.maclean@hklaw.com](mailto:chelsea.maclean@hklaw.com))





SAN MATEO  
HERITAGE ALLIANCE

November 1, 2023

City Council  
City of San Mateo  
330 W. 20<sup>th</sup> Ave.  
San Mateo, CA 94403

SUBJECT: General Plan Policies Regarding Historic Resources, Historic Districts and Contributors

Dear City Council Members:

In previous submittals and meetings, the San Mateo Heritage Alliance has stressed the importance of continuing to treat buildings that contribute to historic districts (contributors) as historic resources. The current General Plan and Historic Resources Code includes contributors in the definition of historic resources.

We are concerned that subtle words changes in the 2040 General Plan are significantly changing City policy:

1. Changing the definition of historic resources to remove contributors to historic districts.
2. The word contributor in Chapter 10 Glossary has no bearing on policy
3. Changing preservation of historic districts from protecting concentrations of important buildings to protecting concentrations of historic buildings (meaning those buildings already evaluated and designated historic)

We request that the Council revisit the policies in the Community Design and Historic Resources Element and make the following changes:

Policy CD 5.1: Historic Preservation. Actively identify and preserve historic resources and concentrations of historic resources and concentrations of buildings which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, when they meet national, State, or local criteria. Historic resources include individual properties, districts, and sites that maintain San Mateo's sense of place and special identity, and enrich our understanding of the city's history and continuity with the past.

Policy CD 5-3: Historic Resources Definition. Define historic resources as buildings, structures, sites, and districts, and contributors to districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.

These changes will ensure continued protection of historic districts and the buildings that make the districts special. Additional discussion is included in the attachment. Thank you for your consideration.

Sincerely,

Laurie Hietter  
President



## ATTACHMENT

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### ADDITIONAL DISCUSSION OF HISTORIC RESOURCES POLICIES

#### Definition of Historic Resources Should Include Contributors to Historic Districts

One of the goals of the San Mateo Heritage Alliance is to preserve and protect historic resources and the contributor buildings in historic districts. The City of Redwood City, San Francisco, Portland, and many other cities protect contributors in historic districts. The City's current policies support protection of contributors in the Downtown and Glazenwood Historic Districts. The General Plan should be clear on this policy.

Only the historic *district* is the *historic resource* subject to CEQA. Contributors do not qualify as historic resources or the consideration provided historic resources. **The City has latitude to designate any important properties as historic resources. The City's policies in the current General Plan and the Historic Resources Preservation Code currently support the protection of contributors as historic resources, as do many cities.**

The wording changes in the combined Policy CD 5.1 restrict the definition of historic resources and protection to only those resources that are individually eligible for listing on the State or National Register, which is a very high bar to achieve protection. There is no protection at all (even the minimal consideration of a CEQA analysis) for contributor buildings in a district until the point where so many buildings in the district are altered that the historic integrity is lost.

The current 2030 General Plan defines historic resources as:

C/OS 8.1: Historic Preservation. Preserve, where feasible, historic buildings as follows:

d. Historic building shall mean buildings which are on or individually eligible for the National Register of Historic Places, California Register of Historical Resources, or Downtown Historic District contributor buildings as designated in the 1989 Historic Building Survey Report, or as determined to be eligible through documentation contained in a historic resources report.

The 2040 General Plan revised the definition of historic resources to remove the word "contributor:"

Policy CD 5-3: Historic Resources Definition. Define historic resources as buildings, structures, sites, and districts that are listed in or determined to be eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources, designated resources in the 1989 Historic Building Survey Report, and resources found to be eligible through documentation in a historic resources report.

Deciding to treat contributors as historic resources is a policy decision. The language changes in the 2040 General Plan change the level of protection of buildings in historic districts, which is a significant impact not addressed in the Draft EIR. **A new significant impact is cause for recirculation of the Draft EIR.**

ORG3-2



The goal to protect contributors to historic districts is consistent with the 2030 General Plan policy O/S 8.2:

C/OS 8.2: Historic Districts. Consider the protection of concentrations of buildings which convey the flavor of local historical periods or provide an atmosphere of exceptional architectural interest or integrity, after additional study.

ORG3-2  
cont.

### **Definition of Historic District Changes**

The Draft 2040 General Plan revised the policy to remove the word “districts,” and substituted “concentrations of historic resources” for “concentrations of buildings.” The policy now has a totally different meaning. The 2030 General Plan policy is to protect a group of important buildings. The new language in Policy CD 5.1/2 only protects groups of buildings that meet the definition of historic resources: those that are on or individually eligible for listing on the State or National Register.

2030 C/OS 8.1: Historic Preservation. Preserve, where feasible, historic buildings as follows:

d. Historic building shall mean buildings which are on or individually eligible for the National Register of Historic Places, California Register of Historical Resources, or Downtown Historic District contributor buildings as designated in the 1989 Historic Building Survey Report, or as determined to be eligible through documentation contained in a historic resources report.

2040 Policy CD 5.2 Historic Resources Preservation. Actively identify and preserve concentrations of historic resources, which convey the flavor of local historical periods, are culturally significant, or provide an atmosphere of exceptional architectural interest or integrity, when they meet national, State, or local criteria.

The definition of Historic Resources in the 2040 General Plan Chapter 10 includes contributors only in Downtown and Glazenwood, and is a narrow definition of historic resources. As stated by Joanna Jansen (Placeworks) at the October 30 City Council meeting, the definitions in the Glossary do not represent the policies.

ORG3-3

2040 Chapter 10 Glossary: Historic Resource. A historic resource is a building, structure, site, or district that has one or more of the following characteristics:

- Listed in or determined to be on or individually eligible for listing in the National Register of Historic Places and/or California Register of Historical Resources.
- Identified as a Downtown Historic District or Glazenwood Historic District contributor building as designated in the 1989 Historic Building Survey Report.
- Determined to be eligible through documentation contained in a historic resources report.

### **Zoning Code includes Contributors**

The City of San Mateo Zoning Code sections 27.66.020 Applicability, 27.66.040 Conformance with Standards and Guidelines and 27.66.060 Demolition all treat contributors as historic resources and in the same way as individually eligible properties.

27.66.020 APPLICABILITY.

(a) Historic Buildings and Downtown Historic District. The provisions of this chapter shall apply to all individually eligible buildings in the City, all individually eligible and contributor buildings within the



Downtown Specific Plan area, and all structures located in the Downtown Historic District, as adopted by resolution of the City Council.

(b) The City Council by resolution may add to the provisions of this chapter any building which it finds meets the criteria of contributing to the historic importance of downtown and the City. Such an action shall be based on National Register of Historic Places and California Register of Historical Resources criteria and documented in a form consistent with the City of San Mateo Historic Building Survey.

(c) Individually Eligible and Contributor Buildings. For the purposes of this chapter, the terms "individually eligible building" shall mean those buildings as identified in the City of San Mateo General Plan. "Contributor building" shall mean those buildings identified as such and located within the Downtown Historic District as adopted by resolution of the City Council and identified in the City of San Mateo General Plan.

(d) For the purposes of this chapter, the terms "individually eligible building" and "contributor building" and "Downtown Historic District" shall mean those buildings and district identified as such by resolution of the City Council or identified in the City of San Mateo Downtown Specific Plan.

### Discussion at 10/2 City Council Meeting

At the City Council Meeting on 10/2 the Council members expressed a lack of understanding about what contributors meant. It was stated that it does not matter if it is in the General Plan or in the implementation language to be addressed later in the ordinance. I strongly disagree. The City currently has a policy to treat contributors as historic resources. The new General Plan dilutes and changes the policy (see above).

We were disappointed staff did not describe what contributors mean and that they have no protection under the current language. That discussion would have allowed the City Council to make an informed decision at the time. **We request the City Council revisit these policies.**

ORG3-3  
cont.

### Updating the Historic Preservation Ordinance

I understand that the City will be updating the Historic Preservation Ordinance next year but I believe the conversation of historic preservation policy in the General Plan 2040 is very relevant right now and should not be delayed to the implementation phase. The General Plan is the place to define policies.

### Updating the City Website Regarding Historic Districts

We understand staff will be updating the City Website with more information about what a historic district contributor is and the ramifications of a property being designated. That is good news for the Baywood community. Many people are looking to the City for clarification of what it means to be in a Historic District. Why can't the City tell us now? Either contributors are protected or they are not. The current plan protects them. The slight changes in the wording in the 2040 General Plan removes the protection.

### Demolition Policies

Policy CD 5.7 Demolition Alternatives. Require an applicant to submit alternatives to preserve a historic resource as part of any planning application that proposes full demolition. Implement preservation methods unless health and safety requirements cannot be met or the City Council makes a finding explaining the specific reasons why the social, economic, legal, technical, or other beneficial aspects of the proposed demolition outweigh the unavoidable adverse impacts to the historic resource. If a designated historic resource cannot be preserved, require City approval before the demolition of a historic resource.



What is the definition of demolition for this policy? Leaving one wall is near total demolition. Requiring an alternatives analysis is a good idea. The staff should be empowered to evaluate the alternatives provided by the applicant for veracity, feasibility, and adequacy. There should also be a requirement for mitigation measures. The language should be clarified to add contributors to the definition of historic resources.

ORG3-3  
cont.

From: Rowan Paul <[REDACTED]>  
Sent: Thursday, August 17, 2023 7:33 AM  
To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
Subject: Height limits in San Mateo

Dear City of San Mateo,

I am very concerned about the changed building height limits for new construction.

PUB1-1

Already for our East 5th avenue house. We have lost sunlight due to the new affordable housing building that came up with more floors than was in the original design that was approved. This is very concerning for the town if this continues.

For the 4th Street building that is coming up and others in the future, I am very concerned about the increased density resulting increased traffic. Increased crime increase noise, decrease sunlight for neighborhoods, and generally a lack of correspondingly increasing infrastructure such as parking, policing, fire education, electricity, plumbing, etc. That typically does not keep up with the density increase.

PUB1-2

San Mateo is not San Francisco or San Jose. I do not want it to turn into Redwood City which has turned into a personality deficient overcrowded downtown with significantly more crime than San Mateo.

Please keep the buildings below five floors, preferably one to three floors.

PUB1-3

I am welcome to discussion.

Thank you

Rowan Paul, M.D.  
Regenerative Orthopaedics and Sports Medicine

Rowan V Paul M.D., INC  
RegenCore Method  
[REDACTED]

Head Team Physician San Francisco Ballet  
Assistant Professor Geisel Dartmouth School of Medicine

#### CHINESE PROVERB

The inferior physician treats the disease once it occurs.  
The mediocre physician prevents the disease from coming back.  
The superior physician prevents the disease from ever occurring.

HIPAA: The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



From: noreply@konveio.email <noreply@konveio.email>  
Sent: Thursday, August 17, 2023 12:01 PM  
To: General Plan <generalplan@cityofsanmateo.org>  
Subject: [Konveio Inquiry] Land Use map & densities

Frances Souza [REDACTED] sent a message using the contact form at  
<https://strivesanmateo.konveio.com/contact>.

As a resident of Central San Mateo, I am requesting "RESIDENTIAL LOW I" be used on the south side of E. 4th Avenue, both sides of E. 5th Avenue from S. Delaware to S. Amphlett and on the West side of S. Delaware from E. 5th - 9th Avenue. This is more compatible with our current neighborhood and will help protect and preserve our neighborhood and reduce demolition of our single family homes and small duplexes. This will also support the General Plan's vision to "Enhance San Mateo's Neighborhood Fabric and Quality of Life." It will also address the Plan's goal of preservation of historic areas, as these streets are predominantly beautiful pre-war homes and duplexes which include Craftsmen, Spanish Revival, Tudor Revival and Victorian styles of architecture.

PUB2-1

From: Jerry Davis [REDACTED]  
Sent: Monday, September 11, 2023 11:54 AM  
To: Planning Commission <PlanningCommission@cityofsanmateo.org>  
Cc: City Council (San Mateo) <CityCouncil@cityofsanmateo.org>  
Subject: Do not reclassify 5th and 9th Avenues to Arterials

There are 10,210 vehicles a day on 5th Avenue that's just too much traffic. Whatsmore, the Nelson Nygaard Central Neighborhood Long Term Strategy January 2006, recommended traffic circles on 5th and 9th Avenues. 5th Avenue is currently a narrow Local street and 9th Avenue is a Collector. We need to keep 5th Avenue as a local street from S Delaware to S Amphlett and keep 9th Avenue as a Collector from S Delaware to S Amphlett. It would also be a good idea to reclassify S Humboldt as a local street from 4th Avenue to 9th Avenue. 5th Avenue is a proposed Bike route which conflicts with the new re-classification. It is currently impossible for me to find parking on my own street South Eldorado. I mostly need to park on 5th Ave. Traffic has already been generated, especially along 4th and 5th Avenues due to the new development in downtown San Mateo. Traffic and trucks west of the Railroad should be route through El Camino Real, 92 and 101 the State Highways, not through 4th, 5th, and 9th Avenues. Residential parking is already a nightmare.

PUB3-1

We have requested traffic calming since 1991.

How can 5th Avenue, a proposed bicycle route exist without traffic calming from S Delaware to S Amphlett? This new classification to Arterial is simply a conflict to the General Plan.

Jerry Davis  
[REDACTED]

From: Francie Souza [REDACTED]  
 Sent: Monday, September 11, 2023 6:58 PM  
 To: Manira Sandhir <msandhir@cityofsanmateo.org>; City Council (San Mateo) <CityCouncil@cityofsanmateo.org>; General Plan <generalplan@cityofsanmateo.org>  
 Subject: Comments on General Plan

I am a resident of San Mateo and have additional comments on the General Plan, as outlined below:

PUB4-1

#### 4.14 PUBLIC SERVICES

My comments relate to POLICE under Public Services in the General Plan.

It was noted that the SMPD staffing ratios of 1.07 sworn officers to 1,000 residents is below the national staffing average of 2.0 sworn personnel per 1,000 residents and expansion of SMPD facilities may be needed to accommodate increases in staffing to maintain response times. It was noted that the “proposed project” would increase demand on police protection services, but growth would occur incrementally, therefore minimizing the impact.

The EIR states...Payment of police protection impact fees and special taxes, consistency with the proposed General Plan goals, policies, and actions and compliance with the regulations would ensure that the SMPD is involved as future development is allowed under the proposed project. Though SMPD has indicated that existing stations would be inadequate to accommodate future needs, it has not yet developed any specific plans to construct new facilities. Therefore, it would be speculative to assess the physical effects of those future construction projects and the project’s potential contribution to those effects. Pursuant to Section 15145 of the State CEQA Guidelines, if a particular impact is too speculative for evaluation, no further evaluation is required. *This doesn’t seem wise.*

PUB4-2

With additional comments, it was concluded that the proposed project would not result in a cumulatively considerable impact to police protection services and cumulative impacts would be less than significant and no further evaluation is required.

My request is that we do evaluate our police services more carefully now and determine how we can move toward proactively planning for this increase in demand that will naturally happen with the growth outlined in our state mandated housing plan. The approach in the General Plan seems to “kick the can down the road”. Already, police are stretched when it comes to proactively monitoring firework displays and other safety issues that have to be prioritized “out” for more serious issues.

#### Transportation, section 4.15-8

It appears on the map that 5<sup>th</sup> Avenue and 9<sup>th</sup> Avenue are designated as “Arterials”. As defined, Arterial streets are ‘signalized’ with higher capacity to accommodate traffic volumes offering continuous movement with coordinated and interconnected signal systems.

PUB4-3

5<sup>th</sup> Avenue and 9<sup>th</sup> Avenue are neighborhood streets, with traffic circles on 5<sup>th</sup> to slow traffic and both streets serve as local streets in the Central Neighborhood, which include primarily single family/duplex homes. 5<sup>th</sup> Avenue is also proposed as a bicycle boulevard with traffic calming from S. Delaware to S.

Amphlett, so the Arterial designation is a conflict with the General Plan.

Delaware is also designated as an Arterial street in the Draft EIR, but also runs through the Sunnybrae neighborhood, including the area around Sunnybrae Elementary School which has a 15mph speed zone.

These Arterial street designations need to be reconsidered in order to protect our neighborhoods, the safety of pedestrians, bicyclists and children in school zones. The reclassification will also increase pollution in the Central Neighborhood which conflicts with our goal of neighborhoods free of environmental health hazards. Please do not reclassify 5th and 9<sup>th</sup> Avenues to Arterials.

Thank you for considering,

Frances Souza

PUB4-3  
cont.

From: DavidLight [REDACTED]  
 Sent: Tuesday, September 12, 2023 10:13 AM  
 To: Planning Commission <PlanningCommission@cityofsanmateo.org>  
 Cc: Manira Sandhir <msandhir@cityofsanmateo.org>; Patrice Olds <polds@cityofsanmateo.org>; City Council(San Mateo) <CityCouncil@cityofsanmateo.org>  
 Subject: Comments on San Mateo General Plan Draft EIR

Dear San Mateo Planning Commission,

I would like to comment on sections of the Draft Environmental Impact Report (EIR) for the Draft General Plan 2040.

PUB5-1

There is a seismic hazard map in Section 4.6 on Geology and Soils showing the risk of soil liquefaction during a major earthquake. In this map of San Mateo the liquefaction risk is divided into two regions, a moderate risk region roughly from the downtown to Hwy 101 and a high risk region from Hwy 101 to the Bay. I am concerned that developers will certainly prefer to locate new multi-story projects on lower risk areas rather than on historic landfill areas that are at higher risk. However, many of our single family and duplex home neighborhoods are currently located on the desirable moderate risk liquefaction areas. These single family home neighborhoods should not be displaced by large developments. San Mateo needs to protect and preserve our charming older homes in single family and duplex neighborhoods that make San Mateo a desirable place to live.

PUB5-2

Section 4.7 on Greenhouse Gas Emissions discusses the need to reduce carbon dioxide from home appliances, cars and trucks. New developments located near Caltrain or SamTrans public transportation stops are routinely allowed to provide less parking spaces in their plans. However, there is a continued lack of cooperation between Caltrain and BART and there is low ridership on SamTrans and Caltrain, so our city planners need to be realistic about the use of public transportation by workers and residents in San Mateo. New building projects must provide adequate parking spaces and include parking with chargers for electric cars as a more realistic solution to greenhouse gas emissions.

PUB5-3

Thank you for considering my comments!

- DavidLight  
 [REDACTED]

September 12, 2023 □

To:□ □ Planning Commission □

Subject:□ Comments on San Mateo General Plan Draft EIR□

#### 4.1□ AESTHETICS

1. San Mateo deserves the best Objective Design Standards since there are many distinct neighborhood zones. Each neighborhood has its own visual and physical character and deserves respect. (Action CD 7.6: Objective Design Standards)

PUB6-1

2. Commercial development adjacent to residential. New infill building designs need to respect existing community character, using established building designs found in San Mateo. Encourage new developments to be compatible and harmonious with building types and architectural styles prevalent in San Mateo especially with the surrounding residential neighborhoods and Downtown Historic District. (Action CD 8.7)

PUB6-2

3. Project Design Review for proposed projects in the Downtown and surrounding neighborhoods by a qualified historic preservation architect/consultant. Aesthetics of new illuminated contemporary glass buildings will have an impact on existing older neighborhoods and the Historic Downtown.

PUB6-3

4. Street lighting standards - More green street lamps are needed at dark residential intersections and longer residential blocks. This impacts safety for pedestrians and bicyclists in Equity Priority and underserved neighborhood areas in the Central Neighborhood and North Central Neighborhood.

PUB6-4

5. Title 25 Signs - protect the character of older residential neighborhoods, and prohibit neon commercial signs on new tall buildings facing towards surrounding residential neighborhoods at night. Housing is at the upper levels in new buildings. Prohibit older lighted outdoor billboards advertising alcohol in Equity Priority Neighborhoods along 101 which generate blight. (Policy CD 6.5: US 101 Frontage, Policy CD 6.6: Signage, Policy CD 6.10 Nighttime Lighting)

PUB6-5

6. Neighborhood Beautification - Encourage drought tolerant green landscaping in residential neighborhoods and commercial projects and expand the tree canopies in front yards and plant more street trees through street tree plan. Especially in Equity Priority Neighborhoods.

PUB6-6

#### 4.4 □ CULTURAL RESOURCES □

1. Neighborhood preservation and protections are needed. We need updated surveys in Central, North Central Neighborhoods, and other older neighborhoods as possible Historic Districts. We need protection of pre-war homes and small duplexes for middle and low-income families in Equity Priority Neighborhoods.

PUB6-7

2. Avoid demolition of homes in older neighborhoods. Preserve the visible exteriors from the street of existing Craftsmen, Spanish and Tudor Revival, and Victorian homes in older neighborhoods. Follow the existing patterns in the neighborhoods. The home need to be compatible with the existing neighborhood. Historic Resources - Page 189

PUB6-8

3. New infill building designs need to respect existing community character, using established building designs found in San Mateo. Encourage new developments to be compatible and harmonious with building types and architectural styles prevalent in San Mateo. Policy LU 4.2 - Quality of Downtown Development.

PUB6-9

4. There will be a new Historic District called the Yoshiko Yamanouchi House at 1007 East 5th Avenue. There are 9 resources on the property which include: 3 buildings, 3 sites, and 3 structures. Documentation will be provided for the Draft EIR, for protection from adverse environmental impacts.

PUB6-10

5. Demolition permits should be issued at the same time as building permits, and not before.

PUB6-11

4.11 □ NOISE - The impact of the build-out results in the unacceptable cumulative traffic noise within the EIR study areas. No mitigation measures are available according to the EIR. □

PUB6-12

1. Existing noise contours - the areas along S Amphett/Idaho are in the 65-70 dab range. Since higher sound walls haven't been constructed along Highway 101, can the City plant more trees along the sound wall between Poplar and 3rd Avenue and 5th Avenue and Folkstone. North Central, Central, and Sunnybrae would benefit. Italian Cypress trees will grow to 30 feet and will require little maintenance. Ryland Bay in Bay Meadows has trees planted trees along the sound wall. Page 403.

PUB6-13



2. Temporary construction noise - stagger the projects so the noise, GHG, truck impacts, vibration impacts are not so severe. There will be 17 new projects in Area 4. Five projects have been completed in the Downtown. Can you take the trucks out through state highways through El Camino Real, 92, to 101 to reduce the dust and toxic pollution. There can be up to 90 trucks a day from Windy Hill's Block 21 project. We need to reduce construction impacts in Equity Priority Neighborhoods. Page 408

PUB6-1

3. Place more receptacles and monitors for noise, construction vibrations and water down dust impacts between 3rd, 4th and 5th Avenues in Central and North Central Neighborhoods to monitor adverse environmental impacts with multiple new construction projects. Noise monitors are lacking on the map on page 394.

PUB6-15

4. Reduce the heights to 3 stories in land-use map especially 4th & 5th Avenues and west side of S Delaware in the Central Neighborhood - (Residential Low II). By reducing heights in (Mixed Use High I and Mixed Use High II) in the Downtown, this will reduce the cut-through traffic volumes and the noise impacts in the Central and North Central Neighborhoods.

PUB6-16

#### 4.15

##### □ TRANSPORTATION □

1. What does the reconstruction of the 3rd/4th Avenue Interchange consist of? When will this occur? We need better lighting for the pedestrians and bicyclists on the overpass at night. Page 486

PUB6-17

2. Bicycle network - Bicycle boulevards include traffic calming and low traffic volumes such as 5th Avenue from S Delaware to S Amphlett. Keep 5th Avenue as a local street versus an Arterial. This is a conflict in the General Plan and needs to be addressed in the General Plan EIR. Page 494, Page 491 Proposed Street Classification Fig 4.15-1.

PUB6-18

3. 42% of GHG emissions in San Mateo originate from vehicular trips generated by San Mateo residents and businesses. Why does San Mateo generate such a high percentage of GHG emissions? We need solutions to increase deficiencies in transit, bicycle, and pedestrian modes. Page 495

PUB6-19

4. The proposed project increases the use of roadway facilities in the EIR study study. This increases cut-through traffic volumes, GHG emissions, VMT and noise levels. Why are the current TDM strategies not working well?

PUB6-20

5. Policy C 6.5 states to implement neighborhood traffic calming on residential streets to reduce cut-through traffic volumes to address noise impacts. We need to implement traffic calming on 5th and 9th Avenues from S Delaware to S Amhlett. Do not reclassify these streets to Arterials. Equity Priority Neighborhoods need more traffic calming. Page 500	PUB6-21
6. Policy C 6.6 - Do not put a truck route on 5th Avenue from S Delaware to S Amphlett on 5th Avenue a proposed bike boulevard. Do not put a truck route on S Humboldt from 4th to 9th Avenue. We need to make the streets safer for the bicyclists on 5th and S Humboldt, to and from the 3rd/4th Avenue overpass.	PUB6-22
7. Reduce VMT,GHG emissions, traffic volumes, diesel particulates, and noise on 5th and 9th Avenue with traffic circles and keep the 4-way stop signs. San Mateo Glendale Village has traffic circles and 4-way stop signs. Nelson Nygaard suggested long narrow traffic circles on 9th Avenue in the 2006 Central Neighborhood Long Term Strategy report, along with the TAP studies. Page 501 Equity Priority Neighborhoods	PUB6-23
8. Action - C 3.9 - Currently the Downtown Mall is on B Street from 2nd to 3rd Avenues. Please extend this Pedestrian Mall from 3rd Avenue to 5th Avenue to reduce the traffic volumes. Page 502	PUB6-24
Other Transportation questions in the Draft EIR:	
9. Increase Traffic Demand Measures (TDM)measures to reduce vehicle cut-through traffic through residential streets at 1st, 2nd, 3rd, 4th, 5th, and 9th Avenues and reduce traffic noise.	PUB6-25
10. Reduce the heights to 3 stories in land-use map especially 4th &5th Avenues and west side of S Delaware in the Central Neighborhood - (Residential Low II). By reducing heights in (Mixed Use High I and Mixed Use High II)in the Downtown, this willreduce the cut-through traffic volumes through these streets.	PUB6-26
11. What are the ADT volumes on Peninsula and Poplar Avenues from Delaware to S Humboldt? Are they included in the Draft EIR? It is difficult to locate current ADT traffic volumes information on streets in the Draft EIR. Traffic volumes needs to be listed in the Table of Contents.	PUB6-27
12. What is the percentage of Burlingame traffic that use the Poplar Exit in San Mateo?	PUB6-28

13. What is the percentage of traffic from the Poplar Exit will redirect to 3rd, 4th, and 5th Avenues if the Peninsula Interchange is built? Has that traffic volume been included in the ADT numbers for 3rd, 4th, 5th Avenues and S Humboldt in the Draft EIR for 2040? □

PUB6  
-29

14. We need a separate study for the 6 grade separations. Why do we need these many separations between 1st Avenue and 9th Avenues, if new developments are suppose to use Caltrain? Why doesn't Peninsula Avenue have a grade separation? Grade separations are designed to move more vehicular traffic and grade separations will increase VMT and diesel particulates in the Equity Priority Neighborhoods. What other mitigations do you propose to reduce these additional adverse environmental impacts?

PUB6-  
30

15. Central has been an underserved neighborhood and the Equity Priority boundaries should be extended to 9th Avenue (both sides) and include streets from Delaware to S Amphlett. This Draft EIR for 2040 is proposing 5 arterials in the Central Neighborhood with no residential protections. We do not want any parking removed on 5th Avenue or adding more traffic lanes. We need to reduce the traffic noise and volume, decrease the VMT, and the diesel particulates. In 2006, the TAP studies gave us 2250 to 3390 cars on 5th and now this will increase to 10,210 ADT with existing and new projects. Do not reclassify 5th and 9th Avenues, but keep the current street classifications for these 2 streets.

PUB6-  
31

16. What is causing traffic to decrease on 3rd and 4th Avenues between S Humboldt and Delaware and increase on 5th Avenue a local street east of S Delaware in these projections? Traffic has increased on S Delaware between 5th and 9th Avenues since 2015, and construction workers are now parking on S Delaware between 7th and 9th Avenues, and 7th Avenue between Delaware and Eldorado. Developers need a parking plan for their construction workers, or park on the vacant lot at Block 21. Page 993

PUB6  
-32

17. Neighborhood Traffic Management Program is a living document and needs to be updated to better address cut-through traffic volumes. It needs more flexibility to address the traffic impacts on local, collector and arterials in residential neighborhoods.

PUB6  
-33

Thank you. □

Best, □

Laurie Watanuki

From: Michael [REDACTED]  
 Sent: Tuesday, September 12, 2023 3:57 PM  
 To: Planning Commission <PlanningCommission@cityofsanmateo.org>  
 Cc: Patrice Olds <polds@cityofsanmateo.org>; City Council (San Mateo) <CityCouncil@cityofsanmateo.org>; Killough, Maurine [REDACTED]  
 [REDACTED] Francie Souza [REDACTED] David Light [REDACTED]  
 Subject: Comments on Draft EIR for Proposed General Plan 2040 Project

Commissioners - I'm writing to comment on the draft General Plan 2040 EIR, specifically sections 4-2 Air Quality, 4-3 Biological Resources, 4-5 Energy, 4-10 Land Use and Planning, and 4-13 Population and Housing.

PUB7-1

Overall, this EIR and the proposed General Plan make a lot of assumptions that people will not drive, and that transportation will be readily available - these are not reasonable current or foreseeable future realities. This EIR and the GP plan for unlikely and extreme levels of growth - 40% - that will materially worsen air quality, traffic, and other key areas as indicated by "significant and unavoidable" determinations. Why are we planning for such absurd growth levels?

PUB7-2

This EIR and the proposed General Plan focus a lot on per capita statistics. We cannot lose sight of the absolute numbers here, however. Growth/worsening/increases in population

This EIR and the proposed General Plan claim throughout to require balancing jobs and office. Given the massive current imbalance, the focus should be almost entirely on housing. And not luxury, rental-only housing - affordable housing. And existing housing stock should be preserved as it is generally more affordable, and gets replaced (gentrified) by unaffordable housing, of which there is no shortage in San Mateo.

PUB7-3

Furthermore, this report uses a lot of non-committal language - "suggest", "promote", "support", "encourage". These are meaningless without concrete legislation, quantifiable targets that someone is accountable for, and funding to ensure aspirational plans are actually put in place, and impacts are truly understood and mitigated. We've seen way too many examples of pie-in-the-sky desires that never materialize because of language like this. You get your project, developers get rich - what do our neighborhoods get? Blight, noise, pollution, traffic, crime, displacement... the list goes on and on.

PUB7-4

Calls for "decarbonizing housing stock" are rife in this document. We have very serious doubts about rushing the timelines for electrification, given PG&E's inability to support existing demand, as well as significant costs to property owners for conversion if forced. This should be more of a carrot (incentive-based) than stick approach.

PUB7-5

Central will be heavily impacted by the proposed general plan, with distorted zoning categories that effectively eliminate instead of protect our neighborhoods (eg Residential Low I is 1-3 stories and 9 units/acre) - there needs to be a Residential Low I a - 1-2 stories max category).

Roughly 1/3 of Central is considered an environmental justice/overburdened/equity priority community (Railroad to 101, 4th-5th), 100% is within 4 blocks. Central has a high percentage of rentals, a high concentration of construction projects, lower income residents, higher traffic volumes and accident rates, and is in the 70-80th percentile for air quality. As such, our neighborhood should be considered for any and all mitigation policies and actions tied to those communities listed in this EIR.

PUB7-6

Specifically with regard to 4-2 Air Quality:

Placement of AQ receptors and ongoing monitoring and remediation (page 25) - it is important these are funded, implemented, monitored and enforced. Language needs to be stronger, quantifiable, and should have funding and accountability defined.

PUB7-7

Central's Air Quality 70-80th percentile (page 27)

High (50th percentile) incidence of asthma (page 28)

High concentration of "permitted stationary sources" of pollutants (ie gas stations, diesel generators, body shops, dry cleaners, manufacturing/light industrial/car repair)

PUB7-8

Page 39 - mentions the expected buildout under the proposed project would exceed the Plan Bay Area 2040 regional growth projections for housing by 32 percent and population by 25 percent. Why aren't we scaling this back given population decreases in CA and the Bay Area, coupled with the significant impacts on our neighborhoods?

PUB7-9

Page 43 - calls for human scale design, active use facilities, GD-6: develop and maintain an active urban fabric that reflects San Mateo's unique visual and architectural character.

PUB7-10

We need high quality, community-accepted, objective design standards and other mechanisms to ensure this happens beyond lip service.

Page 46 CD-3- Protect heritage trees, street trees, street tree equity. We specifically asked that some trees from Block 21 be protected. Some had to be over 25 years old, and were healthy. Instead, they were all cut down, and now we have a dozen+ tree stumps and a dirt lot. We need to do better.

PUB7-11

Page 49 - VMT grows from 2.7m to 3.5 in 2040, an increase of nearly 30%! Regardless of VMT per capita, this will still worsen traffic and air quality.

PUB7-12

The proposed General Plan results in ~50% growth in air pollutants, ESPECIALLY COMPARED TO NO PROJECT where they decrease (below). While we realize no project isn't viable, there is a more moderate growth path that maintains or even improves AQ.

PUB7-13

AQ-3-6 are all "significant and unavoidable" impacts. Anyway you slice this, air quality gets worse!

Specifically with regard to 4-3 Biological Resources:

Again trees are highlighted - preservation, planting, replacement, street tree equity, etc. As per above, we need to do better.

PUB7-14

Specifically with regard to 4-5 Energy:

The EIR claims decreased usage per capita - but absolute usage will increase dramatically - upwards of 40%.

PUB7-15

Again with "decarbonizing housing stock" - We have very serious doubts about rushing the timelines for electrification, given PG&E's inability to support existing demand, as well as significant costs to property owners for conversion if forced. This should be more of a carrot (incentive-based) than stick approach.	PUB7-16
MTA/ABAG/CCAG etc focus on PDA/TPA - We do not have good transit, and it's not getting better. If anything it's getting worse with BART, CalTrain, and SamTrans ridership woes. Without T - ToD is just "D". Build the T, then let's talk about ToD, otherwise every assumption here is wrong. TDM - great idea in theory but there are numerous developments using TDM already. Where's the data on this - is it really working before we bet heavily on it?	PUB7-17
(Page 26) Goal C-5: Make transit a viable transportation option for the community by supporting frequent, reliable, cost-efficient, and connected service. Policy C5.1: Increase Transit Ridership. Support SamTrans and Caltrain in their efforts to increase transit ridership.	PUB7-18
The above is very aspirational. Again with the "supporting" verbiage - need concrete commitments/requirements	
Specifically with regard to 4-10 Land Use and Planning:  GP2030 is cited a lot in here - is this a typo? Should be 2040?	PUB7-19
Measure Y - This paragraph is incomplete, and Y does not allow for off-site development - requires on-site and no in-lieu fees paid. Please fix this so the public is properly and accurately informed.	PUB7-20
Proposed zoning categories are distorted and effectively eliminate single family zoning. Furthermore, categories don't mention state density bonus and state laws that grant additional stories and floor area BY RIGHT. This is not what San Mateans want. They support growth along with preservation of neighborhoods and historic assets. That is why Measure Y was passed, and has been renewed in essence, for 25 years. It is also important to realize that Measure Y helps affordable housing ACTUALLY GET BUILT, instead of allowing developers to pay significantly cheaper in-lieu fees to avoid it. Finally Measure Y stipulates that any zoning over the limits specified by Measure Y will require approval of the voters, which absent a good General Plan that is acceptable to a majority of voters, is unlikely to happen.	PUB7-21
Balance (Page 14) - restatement of same goal of balancing housing and office and housing diversity. This EIR and the proposed General Plan claim throughout to require balancing jobs and office. Given the massive current imbalance, the focus should be almost entirely on housing. And not luxury, rental-only housing - affordable housing. And existing housing stock should be preserved as it is generally more affordably, and gets replaced (gentrified) by unaffordable housing, of which there is no shortage in San Mateo.	PUB7-22
Specifically with regard to 4-13 Population and Housing:  Page 39 - As discussed in Chapter 4.13, Population and Housing, of this Draft EIR, the expected buildout under the proposed project would exceed the Plan Bay Area 2040 regional growth projections for housing by 32 percent and population by 25 percent. Why are we building so much given all the negative impacts?	PUB7-23

Page 12 - Community benefits - in addition to design standards, quantify and enumerate "community benefit" and get input from community as to what qualifies. "Give to get" from developers.

PUB7-24

Page 13 - Goal LU-13

Goal LU-13: Maintain Development Review and Building Permit processes that are comprehensive and efficient. § Policy LU13.1: Development Review Process. Review development proposals and building permit applications in an efficient and timely manner while maintaining quality standards in accordance with City codes, policies, and regulations, and in compliance with State requirements.

PUB7-25

With regard to the above - the planning process should be efficient, but should NOT attempt to short-circuit public input, as this commission has suggest/attempted to do.

This EIR suggests that there wouldn't be displacement. The reality is that development almost always means displacement and gentrification. Existing affordable units being replaced by office and luxury housing doesn't help the affordability crisis or the jobs/housing imbalance.

PUB7-26

It's critical we get this right. Thank you for your consideration, and for considering the needs and desires of ALL San Mateans.

PUB7-27

Sincerely, Michael Weinbauer



From: LisaTaner [REDACTED]  
Sent: Monday, September 18, 2023 2:10 PM  
To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
Cc: Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; AlexKhojikian<[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>  
Subject: Failure of Draft General Plan EIR

All,

The enormity of detail in the General Plan Update and process is enough to spin heads, and the average resident would need to play a lot of catch up to understand some of the greater points, much less the finer ones. While staff has done a tremendous amount of work, and there has been an endeavor to work with the community, it is a glaring failure to note the limited options of only 'maximum growth' or 'no growth' as presently reflected in the Draft EIR.

The residents have been clear in their desire to have moderate growth in their city, and if this failure was known more widely, there would be a clamoring of upset folks knocking on your doors. There is time to rectify this. Please return to the drawing board and ensure that more options are fleshed out to incorporate the wishes of your taxpayers.

Sincerely,

LisaTaner

PUB8-1

Sent: Tuesday, September 19, 2023 11:17 AM

To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>

Cc: Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; AlexKhojikian<[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>; City Mgr <[citymgr@cityofsanmateo.org](mailto:citymgr@cityofsanmateo.org)>

Subject: San Mateo General Plan Draft EIR,Project Alternatives

Hi Manira,

Attached please find my letter regarding the San Mateo General Plan Draft EIR. The focus of the letter is the absence of "reasonable" alternatives as required by CEQA.

Although Alexis not directly involved in the EIRprocess, I have copied him on this email because the lack of reasonable alternatives has a "thumb on the scale" effect regarding Measure Yand the clear preference of voters for moderate growth.

Thank you for the opportunity to comment on the DEIR.

Keith Weber

San Mateo

PUB9-1

September 19, 2023

TO: Manira Sandhir, Planning Manager

CC: Zachary Dahl, Interim Community Development Director

Alex Khojikian, City Manager

FROM: Keith Weber

SUBJECT: San Mateo General Plan Draft EIR, Project Alternatives

Dear Ms. Sandhir,

The Draft EIR (DEIR) for the 2040 Draft General Plan is inadequate and incomplete because it fails to evaluate a “reasonable range” of alternatives as required by CEQA.

PUB9-2

During the public outreach phase of the General Plan, the City identified four feasible alternatives: the “No Project” alternative plus three others (Alternatives A, B, and C), each with incrementally greater growth potential and impacts. All four alternatives met or exceeded the housing and economic growth objectives of the General Plan revision. The City Council chose the alternative with the maximum development potential as their preferred alternative (the “project”).

PUB9-3

The California Environmental Quality Act (CEQA) requires the analysis of a “range of reasonable alternatives to the project which would feasibly attain most of the basic objectives of the project but would avoid or substantially lessen any of the significant effects of the project, and evaluate the comparative merits of the alternatives.”

The Draft EIR evaluates only two alternatives:

1. No Project
2. Reduced Traffic Noise Alternative, which, according to the EIR, “would accommodate the same amount of proposed development as the proposed project.”

PUB9-4

CEQA considers alternatives to involve changes to the project’s “scope, design, extent,” and “intensity.” But, the DEIR fails to offer alternatives that address these possible changes. Instead, it gives us the same amount of development as the project - an alternative in name only. By disregarding the less impactful alternatives offered to the public and preferred by much of the citizenry, the DEIR provides an all-or-nothing choice between maximum buildout or no project at all. The clear message voters sent to City Hall with the passage of Measure Y is their wish to accommodate moderate growth - to find a compromise between extreme growth and no growth. The DEIR is a tone deaf failure in this regard, presenting the public with only a choice between two extremes.

One of the purposes of an EIR is to identify alternatives to a proposed project and evaluate the comparative merits of feasible alternatives. Instead of providing the public with seriously considered alternatives, the DEIR offers a Sophie’s choice. CEQA requires more and the public deserves better.

In order to satisfy the CEQA requirement that “an EIR shall describe a range of reasonable alternatives to the project,” the feasible alternatives previously identified publicly as Alternatives A and B, must be evaluated and the Draft EIR recirculated for it to meet the threshold of adequacy demanded by CEQA and expected by the public. The additional alternatives analysis represents significant new information and therefore requires recirculation of the Draft EIR, as explained in CEQA Guidelines Section 15088.5. RECIRCULATION OF AN EIR PRIOR TO CERTIFICATION.

PUB9-5

From: [REDACTED] <[REDACTED]>  
 Sent: Friday, September 22, 2023 2:15 PM  
 To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
 Subject: DEIRComments

Dear Manira,  
 Please find my comments on the DEIR below.  
 Thank you.  
 Lisa

PUB10-1

#### Response to Draft DEIR

The Noise Element in the DEIR does not address the harmful effects of low frequency noise or discuss the mitigation of such. Besides traffic as a source, HVAC heat pump units are a common source of low frequency noise pollution. San Mateo's Climate Action Plan (CAP) requires the installation of electric appliances or the conversion of gas appliances to electric appliances. Many heat pumps will be located inside and outside of residences and will not only affect inhabitants but neighboring properties. The potential noise problem from the humming of multiple air source heat pumps has prompted an official UK government review (2023) by the Department for Environment, Food, and Rural Affairs. Low Frequency Noise is recognized by the WHO as an environmental problem and states the following in their publication on Community Noise:

PUB10-2

*"It should be noted that low frequency noise, for example, from ventilation systems can disturb rest and sleep even at low sound levels"*

*"For noise with a large proportion of low frequency sounds a still lower guideline (than 30dBA) is recommended"*

*"When prominent low frequency components are present, noise measures based on A-weighting are inappropriate"*

*"Since A-weighting underestimates the sound pressure level of noise with low frequency components, a better assessment of health effects would be to use C-weighting"*

PUB10-3

*"It should be noted that a large proportion of low frequency components in a noise may increase considerably the adverse effects on health"*

*"The evidence on low frequency noise is sufficiently strong to warrant immediate concern"*

Europe, ahead of us in terms of heat pump use, is dealing with the noise complaints associated with them:

#### *German Environment Agency guideline information March 2017*

*Complaints about low-frequency humming noises have become more frequent in recent years – especially in residential areas. The quiet, constant hum of air source heat pumps, air-conditioning systems or district heating stations in otherwise quiet neighbourhoods is often considered disturbing, even if the noise levels comply with statutory limit values. A guide by the German Environment Agency (UBA) advises all the parties of construction projects to consider the noise emissions of such large facilities in the early planning phase of a project. Once systems which hum are in operation, there are virtually no technical means to eliminating low-frequency noise.*

The EIR states that the San Mateo Noise Ordinance will protect people from health impacts however this ordinance is nearly 20 years old and does not even address interior noise in single family homes generated outside the property. It falls short in many other areas especially when compared to other newly adopted ordinances of surrounding Cities and the latest medical studies. The ordinance specifically states the regulations apply to a "reasonable person of normal sensitivities" which excludes those with misophonia or hyperacusis, both considered a disability by the ADA. The potential liability of this bias should be reason enough for San Mateo to update their noise ordinance.

PUB10-4

The current ordinance does not account for low frequency/tonal noise or the cumulative impacts from multiple heat pumps. If the EIR contemplates the noise ordinance as a mitigation measure to protect the

health of the community it should consider that the current noise ordinance needs to be updated to address the impacts of the 2040 General Plan.

The EIR states that the “noise in the community has often been cited as a health problem, not in terms of physiological damage” however several studies have shown that community noise is associated with cardiovascular problems. The Internal Journal of Preventive Medicine 2022 article (Foroughharmajda, Asadya, Pereirab, Fuentec), Is enough Attention Paid to the health effects of low-frequency noise in today’s society? It is cited that exposure to lower frequency airborne pressure wave can cause cellular and tissue damage along with widespread vascular involvement.

PUB10-4  
cont.

PUB10-5

From: Erika Gomez <[REDACTED]>  
 Sent: Monday, September 25, 2023 2:25 PM  
 To: [msandir@cityofsanmateo.org](mailto:msandir@cityofsanmateo.org); Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Alex Khojikian <[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>; Richard Hedges <[rhedges@cityofsanmateo.org](mailto:rhedges@cityofsanmateo.org)>; [lnash@cityofsanmateo.org](mailto:lnash@cityofsanmateo.org); Rob Newsom <[rnewsom@cityofsanmateo.org](mailto:rnewsom@cityofsanmateo.org)>  
 Subject: General Plan GP Draft EIR DONOT reclassify 9th and 5th avenue

Dear City of San Mateo GP2040 leads.

We recognize this can sometimes be a thankless job. So let me first say Thank You for considering our neighborhood concerns.

PUB11-1

We looked at the GP2040 and it appears that 9th. Ave and 5th Ave are being proposed as “Arterials”.

In a city that has worked for decades to keep our streets safe for pedestrians, such as the Traffic Action Plans (TAPs) reclassifying 9th Ave to be able to carry from a max of 10,000 cars up to 50,000 cars goes against all the hours our neighborhood, staff and numerous city council members have invested to prevent additional degradation of local street surfaces and safety of our elderly, kids and general population when residents walk to medical appointments, school or work. Is this long term tradeoff worth whatever short term benefit city administrators anticipate?

PUB11-2

Has a Health Risk Analysis (HRA) associated with Allowing up to 50,000 cars in our little neighborhood been done? I cannot imagine that it would Not have a long term detrimental effect on our general population's health.

PUB11-3

This type of drastic change goes against the City's Vision, Safety and Noise GP goals.

Please let's stop letting the “car centric” mentality we fought so hard to get away from drive decisions for our community's future.

I wish you would get the opinions of the mail carriers and package delivery personnel. Recently a car flipped on 7th and El Dorado after nearly hitting people and actually hitting multiple cars, before flipping. I spoke to the delivery personnel at the crash site and they said it is amazing how often they see people speeding and ignoring stop signs in our neighborhood.

PUB11-4

I would like close by sharing a photo of an adult resident riding their electric scooter on 5th and El Dorado. Something we see on 9th and Fremont all the time as well. Why do adults still ride bikes and scooters on the sidewalk during traffic hours? Because they are afraid, even with all the bike lanes in the street.

Thank you,





PUB11-4  
cont.



**From:** Rowan Paul [REDACTED]  
**Sent:** Saturday, September 23, 2023 3:20 PM  
**To:** [msandir@cityofsanmateo.org](mailto:msandir@cityofsanmateo.org); AlexKhojikian<[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>  
**Cc:** [lnash@cityofsanmateo.org](mailto:lnash@cityofsanmateo.org); RichardHedges <[rhedges@cityofsanmateo.org](mailto:rhedges@cityofsanmateo.org)>; Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Naomi Ture [REDACTED]; [REDACTED]  
**Subject:** Regarding Draft EIR,Draft 2040 General Plan

Dear CityCounciland planning committees,

My wife and I are dismayed to see yet more proposed erosion of our neighborhood at 5th and Delaware with The Draft 2040 General Plan and Draft EIR.

The definition of Arterial is 10,000 - 50,000 vehicles a day. There has been no collaboration on this reclassification. I oppose this reclassification and strongly feel that 5th avenue remain a neighborhood street given that we have families, neighbours with kids and families that have lived here for decades.

PUB12-1

How do we address this increased cut-through traffic? We need assurances for traffic calming for both 5th and 9th Avenues.

A class IIIBikeBoulevard is proposed for 5th Avenue which means we need lower traffic volumes for safer streets for pedestrians and bicyclists. Other cities in San Mateo County plant a tree in the center of the intersection to reduce cut-through traffic and improve air quality. I recommended we do that and add speed bumps or rumble strips. We are thankful for new pavement and repainted bike strips. To reclassify as an arterial would be devastating, contradictory and a move in the wrong direction.

PUB12-2

In addition, 4th and 5th Avenues are included in the Equity Priority Neighborhoods. We request that the boundaries of the Equity Priority Neighborhoods be extended to 9th Avenue and include streets from S Delaware to S Amphlett for more residential protections.

PUB12-3

Our 5th avenue neighborhood is a close one where we all know our neighbors. We do NOT want this to turn into a high density housing project with 7 floor new housing developments as you have been building near the tracks, some without concession or requirement for more parking or significant city infrastructure which is frankly ridiculous. Our neighbourhood is already taking a big hit and we WILL not stand for further erosion.

I have attached an example of the damaging effect of traffic on our neighborhood. This is my neighbor's Porsche that was subject to a hit and run RIGHT OUTSIDE his and our houses. Can you imagine if there was a child playing on the sidewalk?

PUB12-4

Again as a reminder, our son got run over by a car at 5th and Clairmont just 2 blocks from our house. NOTHING was done by the city to increase safety at this intersection or in our neighborhood despite token lip service phone call with Lisa Nash and Eric Rodriguez at the time when it happened.

Needless to say, we are sufficiently energized to fight this proposal.

PUB12-5

Please do the right thing for the invested locals.

Thank you.

Rowan Paul, MD

From: Evan Powell <[REDACTED]>  
Sent: Saturday, September 23, 2023 3:33 PM  
To: [msandir@cityofsanmateo.org](mailto:msandir@cityofsanmateo.org)  
Cc: Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Alex Khojikian <[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>; Rob Newsom <[newsom@cityofsanmateo.org](mailto:newsom@cityofsanmateo.org)>; [lnash@cityofsanmateo.org](mailto:lnash@cityofsanmateo.org); Richard Hedges <[rhedges@cityofsanmateo.org](mailto:rhedges@cityofsanmateo.org)>  
Subject: General Plan Draft EIR Comments - please do NOT reclassify 9th and 5th avenue

Hello

Thank you for your public service.

I am writing to express my opposition to the outrageous proposal that 9th and 5th avenues be reclassified to accept more cut through traffic.

The Central Neighborhood already bears the brunt of the increased development in San Mateo. Countless times we have been reassured that our neighborhood would be protected with Vision Zero and traffic impact funds and so on. And yet we see that noise, pollution, accidents, and so on are all more prevalent in the Central Neighborhood than most other neighborhoods. Last week down the street from our house in Central Neighborhood a family was out walking when they were nearly killed by cut-through traffic, the incident of which is only increasing due to pro-development policies. Please see attached for a photo of the accident - imagine this was your reality, your neighborhood. Would you feel safe?

PUB13-1



In short, if you want support for the sort of increased density that our neighborhood has pioneered, you should prioritize the protection of our neighborhood. You should be prioritizing traffic calming of the sort prevalent in impacted neighborhoods in Palo Alto, Menlo Park, Redwood City, and elsewhere, not seriously considering prioritizing car traffic over residents by reclassifying 9th and 5th avenue. It's outdated thinking AND it runs counters to the assurances we have received for years.

Thank you for your service and best regards,

Evan

--

Evan Powell

From: Chris & Wayne Rango <[REDACTED]>  
 Sent: Sunday, September 24, 2023 3:16 PM  
 To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
 Subject: General Plan Draft EIRComments

I have been a resident of the Central Neighborhood for almost 40 years.  
 What is being proposed in the General Plan and the Draft EIR is preposterous!

PUB14-1

Specifically, reclassifying 5th Ave, the street I live on, and 9th Ave to become **Arterials** is not in any neighborhood's best interest, let alone mine.

To permit between 10,000 to 50,000 vehicles per day on these two neighborhoods' streets will only ADD an incredible amount of noise that already exists. It will increase greater danger for pedestrians as well as drivers not to mention decreasing our property value.

PUB14-2

This proposal will also allow 8-10 story buildings in my neighborhood! Are you kidding me? I am becoming more and more appalled at the attempts to RUIN our quaint neighborhood.

PUB14-3

Please do not allow this damage to happen.

PUB14-4

Respectfully,  
 Wayne Rango

From: Dave Santos <d[REDACTED]>  
 Sent: Sunday, September 24, 2023 6:02 PM  
 To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
 Subject: San Mateo General Plan Draft EIR

The EIR is a tremendous amount of information to digest.

PUB15-1

I want to acknowledge staff contributions to this effort and while there has been a modest attempt to reach out to the community, the report presents limited growth options. Is there not a middle ground of moderate growth as a viable alternative to maximum growth or no growth options?

PUB15-2

Why hasn't a moderate growth option been explored? I believe that is what Measure Y is all about, moderate growth.

I also wonder why the San Mateo Foster City School District was not consulted for input if the San Mateo Union High School District was. Adding 26,000 people to the population will affect the SMFCSD as well as the high school district.

PUB15-3

I think it is wishful thinking to believe that the addition of 26,000 will not have more effect on the environment.

In reviewing the document, input of residents (stakeholders) needs to be considered.

PUB15-4

I would like to recommend a rewrite that lists moderate growth options that are supported by the community along with a specific mechanism to solicit residents input.

Sincerely,

Dave Santos



From: [REDACTED]  
 Sent: Monday, September 25, 2023 3:26 PM  
 To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
 Cc: Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Alex Khojikian <[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>  
 Subject: DEIR for proposed San Mateo 2040 Genreal Plan - comments

Dear Ms. Sandhir,

As a former San Mateo Planning Commissioner (14 years total, 1970's and 1990's) I am familiar with large EIR's. I've reviewed them by the inch and the pound! This current one for the proposed General Plan (over 1000 pages) is well beyond what most everyone - me included - will want to review and comment on, page by page. Instead I am focusing on two issues.

PUB16-1

**Noise** is a significant issue in San Mateo. Much of the noise we experience is related to traffic (another significant issue) . I reviewed the noise studies and am puzzled that a better range of locations and a better choice of duration and times of day and days of the week were not used. It is usually most helpful to start "at home", with what we know best, so I looked very closely at the noise study on the upper part of West Hillsdale Blvd. The proposed General Plan will allow for greatly intensified development in the W. Hillsdale Blvd/Campus Drive area. Any such increase will certainly funnel much larger volumes of traffic onto Hillsdale Blvd (and likely 31st Ave.) toward the east of the area, especially since the alternative, State Route 92, is so frequently congested. So what evaluation does the DEIR give us? Fifteen minutes on a late Friday morning in mid November on the flat (therefore quieter) part at 931 W. Hillsdale. May I point out that this timing avoids the morning and afternoon commutes - both for CSM, other local schools and the regular workforce. Using a Friday, in a time when work from home was common, especially toward the end of the week, also creates an understatement of the existing conditions. and using a flat spot, when much of Hillsdale has steep roadway (in excess of 14%) also avoids revealing the effect of increased engine noise going uphill and the combined engine/tire noise from increased speed going both uphill and downhill. The measurement did manage to capture *one* of the buses that now use this route *every 20 minutes - from 6AM to 11PM!*, but missed the common noisy situation of 2 buses passing each other. All in all, a pretty useless baseline evaluation for this location. I can only wonder what people who live near the other areas the DEIR evaluated would think of where/when/how those measurements were taken.

PUB16-2

**Project Alternatives** are very poorly chosen for a project this all encompassing. The community has been discussing a range of alternative development intensities (often called A, B and C for land use) which would result in a range of impacts. Those impacts are not necessarily a smooth continuum as development increases. In many community situations there is an as of now unidentified "tipping point" where impacts become much greater and require much stronger alternate mitigations, as opposed to "more of the same". Ignoring the community understanding of the proposed General Plan in favor of a less than adequate "alternative" of reduced noise (largely through reduced traffic) is not responsive to the CEQA guidelines for requirements in the DEIR. This "alternative" suggests "enhanced" TDM mitigations like subsidies for transit passes, e-bikes, ride

PUB16-3



sharing and bicycles. Those tools, and many others, should be an automatic part of our city process. employed *right now*, aside from any connection to a new General Plan. Even back before 2000, project approvals included conditions for TDM measures, across properties and area boundaries. How does this kind of already existing approach rise to the level of the basis for a project alternative? It doesn't.

PUB16-3  
cont.

Of course the alternatives also make mention of ;the environmentally superior choice. This is given lip service by saying it aligns with the only alternative "studied", thus skirting any real discussion. It probably would have been omitted altogether if not for the clear requirement in CEQA guidelines.

PUB16-4

The bottom line for me is that you have a DEIR which does not meet legal requirements and which relies on inadequate studies.

PUB16-5

This document needs a major overhaul prior to certification. .

Karen Herrel  
West Hillsdale Blvd.  
San Mateo

From: Maxine Turner <[REDACTED]>  
 Sent: Monday, September 25, 2023 4:14 PM  
 To: Manira Sandhir <[msandhir@cityofsanmateo.org](mailto:msandhir@cityofsanmateo.org)>  
 Cc: Zachary Dahl <[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Alex Khojikian <[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>  
 Subject: DEIRcomments

Dear Ms. Sandhir - The purpose of CEQA is to give decision-makers adequate information upon which to base decisions that minimize negative impacts to the community. The Draft EIR (DEIR) for the 2040 Draft General Plan is so filled with vague statements about future actions as to be useless. Words like “suggest, promote and encourage” are meaningless. This DEIR does not give policy makers the data to evaluate the long-term impacts of their proposed GP Project. It is an insult to the residents and businesses in San Mateo who will have no idea of the true fiscal and environmental impacts of the proposed Project nor of viable alternatives that will lessen these impacts. The consultants can and must do better.

PUB17-1

Staff knows that the City Council can still approve a project with “significant impacts” by making statements of overriding consideration. But misleading the public and decision-makers by avoiding discussion about the true impacts is unconscionable. This adds to the mistrust of government and threatens our fragile democracy. This DEIR must be rewritten and recirculated.

PUB17-2

THE DEIR IS INADEQUATE AND INCOMPLETE BECAUSE IT FAILS TO:

1 - Identify which program level environmental effects City staff intends to utilize as having been addressed as “specifically and comprehensively as is reasonably possible” in this program EIR so that later activities may qualify for a streamlined environmental review process or may be exempt from environmental review. The DEIR does not provide the supporting data for the “no significant impact” conclusions related to land use and zoning, traffic, air quality, noise, infrastructure capacity and water availability, public services and hydrology. If the consultants have given these details to the City this data must be included for public review and the DEIR recirculated.

PUB17-3

2 - Evaluate a “reasonable range” of alternatives as required by CEQA. The GP land use map chosen by the City Council as the “Project” was the highest level of development considered during the public input phase. This high-development project results in Significant and Unavoidable (SU) impacts in Air Quality, Noise, and Wildfire even with mitigations. The DEIR does not adequately evaluate other alternatives that can lessen these and other impacts to less than significant levels. Alternatives A and B were considered during the public input phase of the GP UPDATE with much public support and these should be evaluated for potentially less impacts in the EIR. A highest development level ‘Project’ or no project is not adequate.

PUB17-4

3 - Note specifically in the Land Use Regulations Measure Y paragraph that General Plan 2030 is Measure Y, approved by the voters in 2020, and a vote of San Mateo residents will be required to approve any changes to Measure Y heights and densities in the Project General Plan 2040. Identify specifically where land use changes increase the heights or densities allowed under Measure Y. The DEIR paragraph on Measure Y is inaccurate, incomplete and missing information on the Strive website and must be rewritten. Measure Y is of vital interest to a majority of the voters in San Mateo and needs to be clearly and accurately described in the DEIR.

PUB17-5

Rewrite the Measure Y paragraph to also note that it better supports affordable housing than the state density bonus law. The Measure Y General Plan 2030 requires that 10% of new residential development be for affordable units built on-site at the same time as the market rate units are constructed. Note how many affordable units have been built in San Mateo under Measure Y. It does not allow off-site or in-lieu fee payments that can sit in a pot for years. The state density bonus law only requires 10% affordable units yet gives the developer 2 extra floors of height for doing what is already required in San Mateo. Also note that the Measure Y density allowances result in a larger number of 2-3 bedroom family sized units than the higher density bonus units have resulted in.

PUB17-5  
cont.

4- Justify how the conclusion of LU-2 *"The proposed project would not cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect"* was determined. Clearly, GP 2040 land uses conflict with Measure Y unless a mitigation is added to phase the high-development land use changes in the Project to after Measure Y ends in 2030. Staff notes that the current RHNA cycle housing requirements can be met under Measure Y. Projections for the next RHNA cycle will most likely be reduced. Much impact language throughout the DEIR notes that build-out will not occur all at once so this mitigation will not significantly impact GP 2040 policies.

PUB17-6

5 - Identify the conflicts between the Project's high-level of development land uses in the Downtown with the goals of pedestrian oriented and preserving historic and cultural resources. Compare the likely wind and shadow impacts of higher heights, including density bonuses, to existing plan heights on outdoor seating and walking.

PUB17-7

6 - Identify the true potential heights with the density bonus increases in heights. Maximum height potential MUST include the density bonus heights.

PUB17-8

6 - Identify specifically what increased service needs (fire, police, parks, recreation, and libraries) will be required by the high level of new development and how funding will be provided. These service impacts are one of the "Standards of Significance" that the "no significant impact" was based on. More importantly, identify at what level of new development (population or structures) WHEN new "staffing, facilities and equipment" will be needed. *Policy LU 12.1 states: "Retain and grow existing businesses and attract new businesses that can generate and diversify the City's tax revenue and increase job opportunities to ensure the City has adequate resources for infrastructure improvements and essential City services, such as police, fire, parks, recreation, and libraries."* If new staffing and equipment does not exist to maintain a less than significant impact, will project approvals be delayed until adequate staffing, equipment and facilities are in place? Perhaps this should be added as a mitigation.

PUB17-9

For example, fire services currently closely meet the standard set by the National Fire Protection Association that there be one firefighter for every 1,000 population. At what specific new level of project development and population growth would new facilities, staffing and equipment be required? How tall can buildings be to be served by existing fire trucks? The "no significant impact" conclusion in the DEIR only refers to the construction impacts of new facilities, not the lack of services which negatively impact the community. *"PS-1 The proposed project would not result in substantial adverse physical impacts associated with the provision of new or physically altered fire protection facilities, need for new or physically altered fire protection facilities, the construction of which could cause significant environmental impacts, in*

*order to maintain acceptable service ratios, response times, or other performance objectives for fire protection services.”*

The same is true for police services. “SMPD has identified that its staffing level has decreased since 2020, and an increase in population would result in a need for increased staffing. Physical expansion of SMPD facilities may be needed to accommodate increases in staffing and maintain response times. The SMPD has indicated that existing stations would be inadequate to accommodate future needs; due to this, a new police substation or substantial adjustments, expansions, or renovations to the existing police headquarters facility have been identified as needed.” If new staffing and equipment does not exist to maintain a less than significant impact, will project approvals be delayed until adequate staffing, equipment and facilities are in place? Perhaps this should be added as a mitigation.

PUB17-9  
cont.

Current services are adequately funded by existing revenues. The DEIR makes clear that the large increase in population and structures will require more funding for services. There is no data about how much revenue will be lost or gained by the Project land use changes. How much sales tax revenue will be lost by upzoning downtown and El Camino Real small businesses for housing or office? How much property tax increase stays with the city as opposed to sales, hotel, business and other taxes? This is fundamental information needed by decision makers prior to approving the High-Development 2040 General Plan.

PUB17-10

The DEIR does not provide the public nor decision-makers with the data they need to approve the Project. There is no information about how water will be provided, traffic impacts reduced, the jobs/housing balance maintained, and displacement of affordable housing and small businesses avoided. Every resident, voter and taxpayer in San Mateo understands the Project high-level of development will negatively impact their lives. This DEIR does not meet legal requirements and it must be revised and recirculated.

PUB17-11

Thank you,  
Maxine Turner



Zachary Dahl, AICP  
Interim Director  
Community Development Department  
330 W. 20th Ave., San Mateo, CA94403  
650-522-7207 | [zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)

From: Naomi Ture [REDACTED]  
Sent: Monday, September 25, 2023 11:18 PM  
To: [msandir@cityofsanmateo.org](mailto:msandir@cityofsanmateo.org); [lnash@cityofsanmateo.org](mailto:lnash@cityofsanmateo.org); Zachary Dahl  
<[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; AlexKhojikian<[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>; Rob Newsom  
<[rnewsom@cityofsanmateo.org](mailto:rnewsom@cityofsanmateo.org)>; Richard Hedges <[rhedges@cityofsanmateo.org](mailto:rhedges@cityofsanmateo.org)>  
Subject: I am your neighbor - Please read - General Plan Draft EIRComments

Dear Manira, Mayor Lisa and Councilmembers Rob, Zachary, Alex, Lisa and Rich,

I write with high hopes that our planning manager and city council will listen to the neighborhood voices, over the developer voices.

I write to oppose Draft General Plan and Draft EIR, and to request that you **protect the tree-lined neighborhood that we love**. My home is at 614 E 5th Avenue. We moved here because it is a friendly, safe, tree-lined street with a bike lane. It's filled with families and folks who have lived here for decades and are proud of this neighborhood. Many people use our street to live, bike, and to walk to downtown San Mateo and the park.

PUB18-1

**This is my request** - Please protect our neighborhood by including the following boundaries in the Equity Priority Neighborhood: 5th to 9th Avenue and S Delaware to S Amphlett and provide us with the following residential protections:

PUB18-2

- Please install the traffic calming measures including speed humps on 5th Avenue that you promised us after multiple people have been hit by cars.
- Do not allow 5th and 9th to become classified as arterials (this is the opposite of what you promised)
- Keep 5th Avenue as a local street and 9th Avenue as a collector
- Install the proposed class III Bike Boulevard on 5th Avenue
- Please ensure that height limitations within the boundaries of our neighborhood are 2 stories
- Please ensure height limitations right outside our neighborhood are 4-6 stories.
- Please stop ignoring the citizens and pleasing the developers by allowing them to construct 8-10 story structures.
- Please make it harder for developers to construct massive structures near our neighborhood without implementing what the citizens demand - safety, ample parking, and height limitations.

PUB18-3

PUB18-4

PUB18-5

PUB18-6

The planning commission and city have shown in recent years that you are **working against neighborhoods and in collaboration with developers**, to create 8-12 story structures next to a neighborhood of single-story single-family homes. You are ignoring our pleas and **exacerbating problems such as overcrowding, parking issues, traffic, safety and dangerous roadway conditions**.

PUB18-7

**The planning commission and city promised to work with our neighborhood to install traffic calming** after cars are repeatedly hitting pedestrians. You have not added even one speed hump to 5th Avenue.

PUB18-8

The planning commission and the city promised to work with our neighborhood regarding 8-12 story high rises. Instead, **the city is working WITH developers and AGAINST residents to build as many high rises as it can fit near our neighborhood** without regard for parking, traffic and safety issues.

PUB18-9

Please listen to the people who live and work here now. **Please protect us, your neighbors, over the developers. Please tell me exactly how you will protect my beloved neighborhood.**

PUB18-10

Thank you,

Naomi Ture

\*\*\*\*\*

Naomi Ture



Filmmaker@[Fanny](#) | [Pick of the Litter](#) | [Batkid Begins](#)

From: Naomi Ture <[REDACTED]>  
Sent: Monday, September 25, 2023 11:29 PM  
To: [msandir@cityofsanmateo.org](mailto:msandir@cityofsanmateo.org); [lnash@cityofsanmateo.org](mailto:lnash@cityofsanmateo.org); Zachary Dahl  
<[zdahl@cityofsanmateo.org](mailto:zdahl@cityofsanmateo.org)>; Alex Khojikian<[akhojikian@cityofsanmateo.org](mailto:akhojikian@cityofsanmateo.org)>; Rob Newsom  
<[rnewsom@cityofsanmateo.org](mailto:rnewsom@cityofsanmateo.org)>; Richard Hedges <[rhedges@cityofsanmateo.org](mailto:rhedges@cityofsanmateo.org)>  
Subject: Protect Central Neighborhood - General Plan Draft EIRComments

I just took this photo yesterday, of a dad riding his 2 kids along our tree-lined 5th Avenue. Please protect our neighborhood.

PUB19-1

Picture removed

In order to assure us that you have no intention of altering 5th and 9th, do not reclassify 5th and 9th Avenues as arterials.

PUB19-2

In addition, please assure us that you will slow down development, not the opposite (i.e. Kiku Crossing) so that we can prevent increases in air pollution, noise, traffic, safety issues and wildfire risk.

PUB19-3

Thank you,  
Naomi Ture



From: noreply@konveio.email <noreply@konveio.email>  
 Sent: Sunday, October 1, 2023 8:07 PM  
 To: General Plan <generalplan@cityofsanmateo.org>  
 Subject: [KonveioInquiry] This plan needs to be rewritten and revised

SanMateoCinderella [REDACTED] sent a message using the contact form at <https://strivesanmateo.konveio.com/contact>.

The city needs to put a beneficial pause on the General Plan & Draft EIR. We the People of the City of San Mateo have not had an ample opportunity to review and comment on this drastic change to our city. The magnitude of these plans is an assault on our way of life, liberty, pursuit of happiness, public health and safety.

PUB20-1

The bulk of these plans have been put through during the unprecedented Covid-19 public health emergency. As many people were distracted by fearing for their lives, safety, family and businesses, we did not have the opportunity to thoroughly analyze and provide input on 1,000-page documents which have major ramifications to the city and its residents.

We the People of the City of San Mateo should not have to bear the burden of Sacramento and San Francisco's mismanagement. The common theme appears to be just sardine pack everyone into San Mateo and figure it out from there. There have been no plans to require the major tech companies to move some of their offices to neighboring cities in order to help alleviate traffic congestion in the Bay Area, given they are one of the leading causes of this traffic as the jobs are all concentrated in one area. It is easier for these trillion-dollar corporations to help the environment and shorten the commute times by spreading out their offices, instead of requiring the residents of San Mateo to accept lower environmental quality and thus lowering the quality of life. The city has failed to consider and advocate for this less harmful alternative and instead is assaulting our way of life and drastically changing the fabric of San Mateo.

PUB20-2

During the 9/12/2023 Planning Commission meeting, one of the commissioners themselves said "I still have a lot of questions...air quality and noise impacts are being flagged as significant and unavoidable". The Environmental Impact Report, has looked at things such as air quality, pollution, noise, etc. Another commissioner claims "the greenhouse gas emissions will be lower by adopting the General Plan update", the public needs to verify these outrageous claims that contradict logic and common sense.

PUB20-3

A consultant from ECORP Consulting confirms that "the updated plan does increase population and traffic, and that the plan allows for more population increase than the old plan", and a commissioner confirms. In addition, the consultants struggled to explain the logical contradictions and admitted that without modeling the existing plan they can't say whether the environmental impact would be the same as in the updated plan. Furthermore, the consultants admitted that "my assumption is that this (new) general plan is really looking to maximize the benefits of getting people out of cars". Since this seems to be the core principle, the entire assumptions and math need to be revisited.

PUB20-4

During the same 9/12/2023 Planning commission comment period after returning from break, a commissioner said "I don't have any comments". A 1,000-page document and a commissioner doesn't comment at all on a plan that would fundamentally change the entire landscape of San Mateo? Then right after a commissioner says "I don't consider myself an expert in EIR (environmental impact reports), so I wouldn't, I don't feel confident enough to get into too many weeds with things where I just don't have much reason to disagree with what was written". This is precisely why we need to place a beneficial pause on such plans, since even the commissioners do not have the proper knowledge to weigh the impacts to the residents of San Mateo.

PUB20-5

Thus, again these are major drastic changes to the city and its residents. To not give the public more time to educate themselves coming out of a historic pandemic is a travesty and breach of public trust. We are constantly told that the State of California has passed laws requiring densification of housing development. However, what we are not told and omitted from the conversation is this key sentence: "The city or county is not required to waive or reduce development standards that would cause a public health or safety problem, cause an environmental problem, harm historical property, or would be contrary to law", as stated in the California density bonus law.

PUB20-6

The city has been forced to try and pass an \$8 increase to help fund and fix the crumbling infrastructure which led to major flooding recently. The city's budget does not have the capacity to

help support such population increase. Will the city be forced to raise taxes to help fund emergency services on already burdened residents or risk creating dangerous conditions of public property?

Like Gulliver tied down by thousands of little strings, we lose our freedom one regulation at a time

PUB20-6  
cont.

Somer Smith

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From: Meg Spicer, DC, QME [REDACTED]  
 Sent: Sunday, October 8, 2023 7:08 PM  
 To: City Council (San Mateo); General Plan  
 Subject: survey on building heights

- I am a resident of San Mateo. Own a storefront business in San Mateo
- I am discouraged (dismayed, troubled, etc) I couldn't participate in the building heights survey.
- District 5 (our district) is far more impacted by taller buildings than other districts
- I support residential building heights of 2 stories.
- I do not support buildings that are predominantly non-residential exceeding 5 stories or Measure Y limits in height.
- I also advocate for the preservation of single-family home neighborhoods, along with small businesses and retail.
- I do not support additional housing units beyond what is required by the State
- The DEIR should have looked at a moderated option, not just the maximum development.
- I am concerned about how services and infrastructure for all the new development will be paid for.

PUB  
21-1  
  
PUB  
21-2  
  
PUB  
21-3  
  
PUB  
21-4  
  
PUB  
21-5  
  
PUB  
21-6

Thank you,  
 Margaret Spicer

Somer Smith

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From: (null) (null) [REDACTED]  
Sent: Monday, October 9, 2023 8:51 AM  
To: General Plan  
Subject: Survey on building heights

- I am a resident of San Mateo. PUB 22-1
  - I am discouraged (dismayed, troubled, etc) I couldn't participate in the building heights survey
  - District 5 (our district) is far more impacted by taller buildings than other districts
  - I support residential building heights of \_\_\_\_\_ stories. PUB 22-2
  - I do not support buildings that are predominantly non-residential exceeding 5 stories or Measure Y limits in height.
  - I also advocate for the preservation of single-family home neighborhoods, along with small businesses and retail. PUB 22-3
  - I do not support additional housing units beyond what is required by the State PUB 22-4
  - The DEIR should have looked at a moderated option, not just the maximum development. PUB 22-5
  - I am concerned about how services and infrastructure for all the new development will be paid for PUB 22-6
- Sent from my iPhone

Somer Smith

From: [REDACTED]  
 Sent: Wednesday, October 11, 2023 7:36 PM  
 To: City Council (San Mateo)  
 Cc: General Plan  
 Subject: Building Heights and 2040 General Plan

Dear Councilmembers,

I have the following comments regarding building heights and the 2040 General Plan:

Building heights and density:

District 5 is disproportionately affected by the growth proposed in the General Plan yet very few neighbors received the survey regarding building heights. I believe that the survey sampling will not reflect the views of residents. I favor increasing building heights over Measure Y limits only for residential buildings (or Mixed use with over 80% residential). I support a maximum of 8-stories for a residential building (including any density bonus height) and only if required to meet RHNA housing numbers. The General Plan included over 21,410 new dwelling units and RHNA requirements are closer to 15,000 dwelling units. This is a 40% buffer and given the latest State population projections the next cycle should be less than 8,000 dwelling units. I am inclined to only support a ballot measure to increase building heights that place a threshold on the dwelling units built, such as 15,000.

GP and DEIR

The DEIR evaluated only a maximum project or no project. Given that there are "Unavoidable" Significant Noise and Air quality impacts associated with greater health risks, it would have made sense to study a more moderate alternative. It also seems completely inconsistent that these significant impacts are caused by traffic, but traffic itself is not a significant impact. Policy LU 6.1 Rail Corridor Plan speaks of "maintaining and improving the quality of life for those who already live and work in the area" but the increase of noise and air quality impacts indicated by the DEIR are in complete contradiction to this statement. I suspect that future traffic congestion and inadequate parking will also reduce the quality of life among residents.

Sincerely,  
 Lisa Maley

San Mateo Planning Commission Public Hearing (9/12/23)

- Maurine Killough asserts that San Mateo deserves the best objective design standards since there are many distinct neighborhood zones and each neighborhood has its own visual and physical character and deserves respect. Killough also points out that, with regard to commercial development adjacent to residential new infill building, designs need to respect existing community character using established designs found in San Mateo. Killough requests the City encourage new developments to be compatible and harmonious with building types and architecture styles prevalent in San Mateo especially with the surrounding residential neighborhoods and downtown historic district. Killough also requests the City consider a project design review for proposed projects in the downtown and surrounding neighborhoods by a qualified historic preservation architect consultant. Killough asserts that aesthetics of new illuminated contemporary glass buildings will have an impact on existing older neighborhoods and the historic downtown and points out that a consultant could creatively bridge the design look between existing historic architecture and new buildings. Killough expresses concerns regarding street lighting standards and asserts that more green street lamps are needed at dark residential intersections and longer residential blocks, as this impacts safety for pedestrians and cyclists in the equity priority and underserved neighborhood areas in Central and North Central neighborhoods. Killough requests the City protect the character of older residential neighborhoods and prohibit neon commercial signs on the new tall buildings facing towards surrounding residential neighborhoods at night, as housing is at the upper level in these buildings, and prohibit older lighted outdoor billboards advertising alcohol and equity priority neighborhoods along 101 which generate blight. Killough also requests the City encourage drought tolerant green landscaping in residential neighborhoods and commercial projects and expand the tree canopies and front yards and plant more street trees through Street Tree Plan especially in equity priority neighborhoods.

PH1-1

- David Light refers to the seismic hazard map in Chapter 4.6, Geology and Soils, of the Draft EIR that shows the risk of soil liquefaction during major earthquakes, which is broadly divided between a moderate risk region roughly from downtown to Highway 101 and a high-risk region east of 101 to the Bay. Light expresses concern that developers are going to prefer to locate their multi-story projects in low-risk areas rather than on historic landfill areas that are in the higher risk liquefaction areas. Light points out that there are many single-family and duplex home neighborhoods that are currently located in these desirable moderate risk areas and these neighborhoods should not be displaced by large developments. Light asserts that San Mateo needs to protect and preserve charming older homes in single-family and duplex neighborhoods that make San Mateo the desirable place that it is to live. Light refers to Chapter 4.7, Greenhouse Gas Emissions, of the Draft EIR discusses the need to reduce carbon dioxide from cars and trucks. Light notes that new developments located near Caltrain or SamTrans public transportation stops are routinely allowed to provide less than adequate parking spaces in their plans; however, there's continued lack of cooperation between Caltrain and BART with low ridership decreasing on SamTrans and Caltrain. Light asserts that city planners need to be realistic about the use of public transportation and that new building projects should provide adequate parking spaces and include parking with chargers for electric cars as a more realistic solution to greenhouse gas emissions. Light asserts that electric cars are much quieter than traditional internal combustion

PH1-2

engine cars. Light also requests more neighborhood preservation and protection, updated surveys in Central and North Central neighborhoods and older neighborhoods as potential historic districts, protection of historic pre-war homes and small duplexes for middle and low-income families in the equity priority neighborhoods, avoidance of demolition of homes in older neighborhoods (especially on the east side of San Mateo), and preservation of the street level exteriors of existing Craftsman Spanish and Tudor Revival and Victorian homes. Light asserts that new construction should be compatible with the existing neighborhoods and respect existing community character. Light requests the City encourage new developments to be compatible and harmonious with building styles and Architectural Styles prevalent in San Mateo.

PH1-2  
cont.

- Laurie Watanuki states that the impact of the buildout results in unacceptable cumulative traffic noise within the EIR study area and notes that no mitigation measures are available, according to the EIR. Watanuki points out that temporary construction noise can be reduced by staggering the projects and that taking the trucks out through the state highways (El Camino Real, 92, 101) would reduce the toxic dust pollution. Watanuki argues for reduced construction impacts in the equity priority neighborhoods and reduced heights of three stories in the land use map along 4th and 5th Avenue and the west side of South Delaware in the central neighborhood, as well as reduced heights of Mixed Use High I and Mixed Use High II in Downtown. Watanuki notes that bicycle boulevards are described in the Draft EIR and it says to include traffic calming on low traffic volumes. Watanuki also notes that 5th Avenue as described as a traffic boulevard from Delaware to South Amphlett. Watanuki requests the City keep 5th Avenue as a local street, versus having it reclassified as an arterial. Watanuki asserts that this conflict is in the General Plan and needs to be addressed. Watanuki points out that Central neighborhood has been an underserved neighborhood an equity priority boundary should be extended to 9th Avenue include streets from Amphlett to Delaware. Watanuki points out that the General Plan policy states to implement traffic calming on residential streets to reduce the cut through traffic and traffic noise. Watanuki requests the City install traffic circles on 9th Avenue and 5th Avenue from Delaware to South Amphlett, to keep the four-way stop signs, to not reclassify these streets to arterials, to do not put a truck route on 5th Avenue from South Delaware to South Amphlett on 5th Avenue (since it's going to be a proposed bike boulevard), and to not put a truck route on South Humboldt between 4th and 9th. Watanuki asserts that the City needs to make these streets safer for the bicyclists. Watanuki states that the neighborhood traffic management program is a living document and asserts that it needs to be updated to better address the cut through traffic volumes and provide more flexibility to address traffic impacts on local streets collectors and arterials in residential neighborhoods. Watanuki questions the ADT volumes on Peninsula and Popular Avenues from Delaware to South Humboldt and whether this is included in the Draft EIR. Watanuki also questions the percentage of Burlingame traffic that uses the Popular exit in San Mateo. Watanuki requests the City perform a separate study for the six grade separations and questions why there are so many grade separations between 1st and 9th and why Peninsula Avenue doesn't have grade separations.
- Ken Abreu points out that there is a ballot measure next year to amend Measure Y and questions whether the passing of this ballot measure would affect the City's ability to meet the RHNA, the General Plan itself, or the Draft EIR.

PH1-3

PH1-4



- Michael Weinbauer expresses concerns about the accessibility of the Draft EIR and notes that it's very technical and includes a lot of acronyms. Weinbauer asserts that the Draft EIR does not adequately address issues and makes unreasonable assumptions that people will not drive and alternative modes of transportation would be readily available. Weinbauer also asserts that the General Plan and Draft EIR plans for extreme levels of growth (about 40 percent) that would worsen air quality, traffic, noise, and other key areas and questions why the City is planning for absurd growth levels. Weinbauer also points out that the General Plan and EIR focused on per capita statistics and asserts that we should not lose sight of absolute numbers. Weinbauer notes that the General Plan and EIR claims to require balancing jobs and offices and asserts that given the massive imbalance, it should be focused on housing (not only luxury and rental-only housing, but also affordable housing) and existing housing stocks should be preserved, as it gets gentrified and replaced with unaffordable housing, which there is no shortage of in San Mateo. Weinbauer asserts that the non-committal language used in the Draft EIR are meaningless without concrete legislation, quantifiable targets that someone is accountable for, and funding to ensure aspirational plans are actually put into place and impacts are truly understood and mitigated. Weinbauer points out that the Draft EIR calls for decarbonizing housing stock but there are serious doubts around PG&E's ability to export to support the existing demand, much less doubling that demand and the significant costs to property owners.

PH1-5



A P P E N D I X   H

MITIGATION MONITORING  
AND REPORTING PROGRAM



# Mitigation Monitoring and Reporting Program

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This Mitigation Monitoring and Reporting Program (MMRP) has been prepared for the Strive San Mateo General Plan 2040 and Climate Plan Update, herein referred to as the “proposed project” or “project.” The purpose of the MMRP is to ensure the implementation of mitigation measures identified as part of the environmental review for the proposed project. The MMRP includes the following information:

- The full text of the mitigation measures;
- The party responsible for implementing the mitigation measures;
- The timing for implementation of the mitigation measures;
- The agency responsible for monitoring the implementation; and
- The monitoring action and frequency.

The City of San Mateo (City) must adopt this MMRP, or an equally effective program, if it approves the proposed project with the mitigation measures that were adopted or made conditions of project approval.

## MITIGATION MONITORING AND REPORTING PROGRAM

### MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measures	Party Responsible for Implementation	Implementation Timing	Agency Responsible for Monitoring	Monitoring Action	Monitoring Frequency
<b>AIR QUALITY</b>					
<p>AQ-2: Prior to discretionary approval by the City for development projects subject to CEQA (California Environmental Quality Act) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project construction-related air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology for assessing air quality impacts identified in BAAQMD's CEQA Air Quality Guidelines. If construction-related criteria air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require feasible mitigation measures to reduce air quality emissions. Measures shall require implementation of the BAAQMD Best Management Practices for construction-related fugitive dust emissions; examples of best management practices include:</p> <ul style="list-style-type: none"> <li>Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) at least twice daily or as often as needed to control dust emissions.</li> <li>All haul trucks transporting soil, sand, or other loose material off-site shall be covered.</li> <li>All visible mud or dirt trackout onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day.</li> <li>All vehicle speeds on unpaved roads shall be limited to 15 mph.</li> <li>All roadways, driveways, sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seedling or soil binders are used.</li> </ul>	Construction Contractors/ Project Applicants	Prior to Discretionary Approval; Appropriate Implementation during Construction	City of San Mateo Planning and Building Divisions	Review Technical Assessment and Construction Documents	Once with Planning Application; Once prior to Building Permit Issuance

## MITIGATION MONITORING AND REPORTING PROGRAM

### MITIGATION MONITORING AND REPORTING PROGRAM

	Party Responsible for Implementation	Implementation Timing	Agency Responsible for Monitoring	Monitoring Action	Monitoring Frequency
<p>■ All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.</p> <p>■ All trucks and equipment, including their tires, shall be washed off prior to leaving the site.</p> <p>■ Unpaved roads providing access to sites located 100 feet or further from a paved road shall be treated with a 6- to 12-inch layer of compact layer of wood chips, mulch, or gravel.</p> <p>■ Prior to the commencement of construction activities, individual project proponents shall post a publicly visible sign with the telephone number and person to contact at the City regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD phone number shall also be visible to ensure compliance with applicable regulations.</p> <p>Measures shall be incorporated into appropriate construction documents (e.g., construction management plans) and shall be verified by the City.</p>					
<p>AQ-3: Prior to discretionary approval by the City for development projects subject to California Environmental Quality Act (CEQA) review (i.e., nonexempt projects), future project applicants shall prepare and submit a technical assessment evaluating potential project operational air quality impacts to the City for review and approval. The evaluation shall be prepared in conformance with Bay Area Air Quality Management District (BAAQMD) methodology in assessing air quality impacts identified in BAAQMD's current CEQA Air Quality Guidelines at the time that the project is considered.</p> <p>If operation-related air pollutants are determined to have the potential to exceed the BAAQMD-adopted thresholds of significance, the City shall require the project applicant(s) to incorporate mitigation measures to reduce air pollutant</p>	Construction Contractors/ Project Applicants	Prior to Discretionary Approval; Appropriate Implementation during Construction	City of San Mateo Planning and Building Divisions	Review Technical Assessment and Mitigation Measure(s)	Once



## MITIGATION MONITORING AND REPORTING PROGRAM

### MITIGATION MONITORING AND REPORTING PROGRAM

Mitigation Measures	Party Responsible for Implementation	Implementation Timing	Agency Responsible for Monitoring	Monitoring Action	Monitoring Frequency
<p>emissions during operational activities. The identified measures shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review. Possible mitigation measures to reduce long-term emissions could include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>■ Implementing commute trip reduction programs.</li> <li>■ Unbundling residential parking costs from property costs.</li> <li>■ Expanding bikeway networks.</li> <li>■ Expanding transit network coverage or hours.</li> <li>■ Using cleaner-fueled vehicles.</li> <li>■ Exceeding the current Title 24 Building Envelope Energy Efficiency Standards.</li> <li>■ Establishing on-site renewable energy generation systems.</li> <li>■ Requiring all-electric buildings.</li> <li>■ Replacing gas-powered landscaping equipment with zero-emission alternatives.</li> <li>■ Implementing organics diversion programs.</li> <li>■ Expanding urban tree planting.</li> </ul>					
<p>AQ-4: Prior to discretionary approval by the City, project applicants for new industrial or warehousing development projects that 1) have the potential to generate 100 or more diesel truck trips per day or have 40 or more trucks with operating diesel-powered transport refrigeration units, and 2) are within 1,000 feet of a sensitive land use (e.g., residential, schools, hospitals, nursing homes) or Overburdened Community (as defined by the Bay Area Air Quality Management District [BAAQMD] Community Air Risk Evaluation Program), as measured from the property line of the project to the property line of the nearest sensitive use, shall submit a health risk assessment (HRA) to the City for review and approval. The HRA</p>	Project Applicant	Prior to Discretionary Approval; Appropriate Implementation of Mitigation Measures and Conditions of Approval	City of San Mateo Planning and Building Divisions	Review Health Risk Assessment, Mitigation Measures, and Conditions of Approval	Once

## MITIGATION MONITORING AND REPORTING PROGRAM

### MITIGATION MONITORING AND REPORTING PROGRAM

	Party Responsible for Implementation	Implementation Timing	Agency Responsible for Monitoring	Monitoring Action	Monitoring Frequency
<p>Mitigation Measures shall be prepared in accordance with policies and procedures of the state Office of Environmental Health Hazard Assessment and BAAQMD. If the HRA shows that the cumulative and project-level incremental cancer risk, noncancer hazard index, and/or PM<sub>2.5</sub> exceeds the respective threshold, as established by BAAQMD (all areas of the City and Sphere of Influence) and project-level risk of 6.0 in Equity Priority Communities (as defined in the City of San Mateo General Plan) at the time a project is considered, the project applicant will be required to identify best available control technologies for toxics (T-BACTs) and appropriate enforcement mechanisms, and demonstrate that they are capable of reducing potential cancer, noncancer risks, and PM<sub>2.5</sub> to an acceptable level. T-BACTs may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Restricting idling on-site beyond Air Toxic Control Measures idling restrictions</li> <li>Electrifying warehousing docks</li> <li>Requiring use of newer equipment</li> <li>Requiring near-zero or zero-emission trucks for a portion of the vehicle fleet based on opening year.</li> <li>Truck Electric Vehicle (EV) Capable trailer spaces.</li> <li>Restricting off-site truck travel through the creation of truck routes.</li> </ul> <p>T-BACTs identified in the HRA shall be included as part of the conditions of approval or a mitigation monitoring and reporting plan adopted for the project as part of the project CEQA review.</p> <p>AQ-6: Implement Mitigation Measures AQ-2, AQ-3, and AQ-4.</p>					
				See Mitigation Measures AQ-2, AG-3, and AQ-4.	

## MITIGATION MONITORING AND REPORTING PROGRAM

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[placeworks.com](https://placeworks.com)

## MEMORANDUM

**TO** San Mateo City Council

**FROM** Joanna Jansen and Carey Stone, PlaceWorks

**SUBJECT** Summary of Community Engagement on the Draft General Plan

This memorandum provides a summary of the community outreach and engagement effort that supported the publication of the Draft General Plan between July and early October 2023. The overarching goal of this outreach and engagement effort was to comprehensively promote awareness of the Draft General Plan, engage with all segments of the San Mateo community and provide many channels and opportunities for the community to provide input and feedback on the draft goals and policies. This Summary Memorandum includes a list of all outreach events that occurred; Public input channels used to collect feedback and comments; Methods used to publicize and broadcast information; Outreach focused on the City's Equity Priority Communities; and statistics on the demographics that were engaged with during this outreach phase.

## Community Outreach Events

Table 1 includes a list of all outreach events that occurred during this phase of the General Plan Update effort, between July 17, 2023 and October 9, 2023.

**TABLE 1** COMMUNITY OUTREACH EVENTS

Date	Outreach Event	# of Participants
Friday, July 17, 2023 to Sunday, October 1, 2023	Draft General Plan Online Comment Tool	236 Comments
Friday, July 17, 2023 to Monday, October 9, 2023	Written Public Comments	52 Comments
Monday, June 12, 2023	Meeting with Neighborhood Group (25th Ave Speaks)	4
Wednesday, July 26, 2023	Sierra Club Land Use Subcommittee Staff Presentation	6
Tuesday, August 15, 2023	Video Loco (North B St) Pop-up	20
Tuesday, August 15, 2023	Canvassing and passing out flyers to local businesses in North B Street	25
Tuesday, August 15, 2023	Distribute flyers at La Huerta Market & El Ranchito Market	n/a
Tuesday, August 15, 2023	Beresford Hillsdale Neighborhood Association Meeting Staff Presentation	34
Wednesday, August 16, 2023	Virtual Workshop	30
Wednesday, August 16, 2023	Canvassing at Idaho & Poplar Neighborhoods	6
Wednesday, August 18, 2023	Flyers were left at local businesses at Kingston Street in North Shoreview	n/a
Tuesday, August 22, 2023	Canvassing at Tilton/Delaware Food Distribution	20
Friday, August 25, 2023	Canvassing at Norfolk and 3rd Ave Shopping Center	10

**TABLE 1**                      **COMMUNITY OUTREACH EVENTS**

<b>Date</b>	<b>Outreach Event</b>	<b># of Participants</b>
Saturday, August 26, 2023	Firefighter's Chili Cook-Off Pop-Up	85
Sunday, August 27, 2023	North B Street Fiesta Pop-up	115
Monday, August 28, 2023	Canvassing Rogell Street Food Distribution	35
Tuesday, August 29, 2023	Canvassing at North Shoreview Shopping Center	30
Thursday, August 31, 2023	District 5 Town Hall Meeting	125
Wednesday, September 6, 2023	Canvassing at Hacienda Market and commercial center on North Amphlett	40
Wednesday, September 6, 2023	Canvassing at La Raza Family Market	40
Wednesday, September 6, 2023	District 1 Town Hall Meeting	120
Thursday, September 7, 2023	Canvassing at King Center/Soccer Fields	60
Thursday, September 7, 2023	September Nights on B Pop-Up	100
Friday, September 8, 2023	Movies in the Park Pop-Up	50
Wednesday, September 13, 2023	District 2 Town Hall Meeting	40
Thursday, September 14, 2023	September Nights on B Pop-Up	100
Friday, September 15, 2023	Movies in the Park Pop-Up	75
Sunday, September 17, 2023	Canvassing at Iglesia Pentecostal de San Mateo, Second Baptist Church, Sturge Presbyterian Church, Shoreview United Methodist Church, St. Timothy Catholic Church	8 individuals + 300 total fliers left with church staff
Tuesday, September 19, 2023	Canvassing at Chavez Market, North Shoreview Shopping Center and along Cary Avenue	30
Tuesday, September 19, 2023	Phone call and email reminders to religious institutions and businesses	5
Wednesday, September 20, 2023	District 4 Town Hall Meeting	30
Thursday, September 21, 2023	Home Association of North Central San Mateo (HANCSM) Meeting Staff Presentation	25
Friday, September 22, 2023	Movies in the Park Pop-Up	75
Friday, September 23, 2023	Autumn Moon Festival Pop-Up (materials provided in simplified Chinese with bilingual staff)	75
Thursday, September 28, 2023	District 3 Town Hall Meeting	50
Saturday, September 30, 2023	Chamber of Commerce Downtown Festival Pop-Up	100



## Public Input Channels

This section summarizes the public input channels that were used to collect feedback on Draft General Plan 2040. The City collected feedback via:

- **Draft General Plan Online Comment Tool.** The online tool was available on [www.strivesanmateo.org](http://www.strivesanmateo.org) from July 17, 2023 through October 1, 2023 to allow community members an opportunity to share reactions and feedback on Draft General Plan 2040. Respondents could add comments directly into a PDF of the Draft General Plan and share feedback on all components of the plan.
- **Pop-up Events.** The City planned 10 pop-up events at locations throughout the city to ensure the outreach process was aimed at collecting input from the following groups per Council direction:
  - Non-English speakers
  - Renters
  - Residents 44 and under
  - Low-income and very low-income households
  - Under-represented neighborhoods: North Shoreview, Shoreview, North Central, Central, and East of 101.

At the pop-up events, City staff shared information about Draft General Plan 2040 and publicized the upcoming outreach event.

- **Virtual Workshop.** The City hosted a virtual workshop on Wednesday, August 16, 2023. At this event, participants could ask questions and provide feedback on the Draft General Plan 2040.
- **Town Hall Meetings.** The City hosted five District Town Hall Meetings around the city to gather feedback on Draft General Plan 2040, with one town hall meeting held in each Council District. The meetings occurred in August and September 2023. The meetings included an open house format where the community could engage with staff and various General Plan topics, a presentation about the Draft General Plan 2040 with focused topics for each District and a follow-up question and answer session. City Staff were available to answer questions about the Draft General Plan 2040, as well as other projects related to roadway safety, transportation improvements and stormwater protection.
- **Staff Presentations.** The City met with local neighborhood organizations and other interest groups to help spread the word about Draft General Plan 2040 and respond to questions. This included providing a presentation to the Sierra Club Land Use Subcommittee, Beresford Hillsdale Neighborhood Association, North Central Neighborhood Association, and meeting with a neighborhood group about 25<sup>th</sup> Avenue.
- **Written Comments.** Throughout the General Plan Update process, the City has encouraged people to submit written comments to [generalplan@cityofsanmateo.org](mailto:generalplan@cityofsanmateo.org). during the Draft General Plan outreach phase, from July 17, 2023 to Monday, October 9, 52 written comments were received. The written comments can be viewed at [www.StriveSanMateo.org/documents/publiccomments](http://www.StriveSanMateo.org/documents/publiccomments).

## Getting the Word Out

To ensure the community was aware of the Draft General Plan and the proposed goals and policies, and to spread the word about project updates and upcoming events, the City utilized a variety of outreach methods and tools:

- **StriveSanMateo.org Project Website.** The project website provided background information, meeting dates, workshop materials, and other ways to get involved.
- **Self-Guided Open House.** The City distributed Draft General Plan 2040 self-guided open house stations throughout the city that included boards and materials with information about the General Plan. The stations were available at City Hall and Council Chambers, Downtown Library, Hillsdale Branch Library, Marina Branch Library, and King Community Center.
- **Social Media.** City staff made regular posts on Facebook, Instagram, Twitter, and Nextdoor.com to update the public about the project, including a different Big Idea featured each week. A total of 53 posts were made to spread the word about the Draft General Plan.
- **Citywide Newsletter.** The City published a newsletter that announced the publication of the Draft General Plan which was mailed to every residence in San Mateo. The newsletter had information about the outreach events, a QR code to the project website, a description of the ten big ideas, in addition to other information.
- **Town Hall Postcard.** A postcard was mailed to every residence in San Mateo advertising information about the five Town Hall meetings, including the time and location of each event.
- **Sidewalk Decals.** The City placed over 190 sidewalk decals around the city that included the Strive San Mateo logo and a QR code to the project website.
- **Earned Media.** Publication of the Draft General Plan was prominently featured in a July 18, 2023 article in the *San Mateo Daily Journal*, as well as in multiple other articles and editorials in the *Daily Journal* between July and October.
- **Eblasts.** PlaceWorks sent out eight emails to 897 people subscribed to the project mailing list prior to every Town Hall Meeting and workshop. Information about the Draft General Plan and outreach opportunities were also regularly featured in the City's eNewsletter, which has approximately 13,000 subscribers.
- **Print Advertisement.** Information about the Draft General Plan was featured on the inside cover of the City's Fall Recreation Activity Guide.
- **Canvassing and Flyer Distribution.** Bilingual staff (English and Spanish) from the Peninsula Conflict Resolution Center (PCRC) and Good City Company distributed flyers to raise awareness of the Draft General Plan and upcoming outreach opportunities by visiting businesses, markets, religious institutions, and by walking or standing in key areas of the city.
- **Draft General Plan 2040 User Guide.** The City prepared a user guide for the Draft General Plan that explains what the General Plan is, identifies ten big ideas from the General Plan, and highlights where community members can find the issues they care about in the General Plan.
- **Ten Big Ideas in San Mateo's Draft General Plan 2040.** The City developed a list of ten big ideas that will guide the next 20 years of San Mateo for community members to use as a resource.

## Outreach to Equity Priority Communities

North Central and North Shoreview/Shoreview are both identified as Equity Priority Communities and are located within Council Districts 2 and 4. Leading up to the District 2 and District 4 Town Hall meetings, PCRC and Good City conducted outreach to increase awareness of the Draft General Plan 2040 among residents of equity priority communities and also increase attendance at the District 2 and District 4 Town Hall meetings. This effort was guided by the following principles:

- Meet community members where they already are. Proactively go to places where the target audience already is rather than creating new events.
- Focus on Non-English speakers. Multilingual with a focus on Spanish speakers and lower-income households.
- Use clear and concise language, avoid jargon and technical terms.
- The information provided should be relevant to the community.

Outreach locations were chosen because of their potential for high pedestrian traffic (parks, supermarkets, major thoroughfares, commercial centers), including community wide events such as the North B Street Fiesta, food distribution events, as well as nonprofit and religious institutions such as the San Mateo Adult School and St. Timothy's Catholic Church. All activities were conducted by Spanish speaking volunteers from PCRC and Good City. Outreach was completed in many areas of District 2 and District 4 and were effective at reaching residents in the targeted audience that spoke Spanish.

The following is a summary of the outreach effort that focused on reaching community members from North Central and North Shoreview/Shoreview:

- Staff/volunteers from PCRC and Good City conducted outreach on 12 separate dates in the afternoons, evenings, weekdays and weekends leading up to Town Hall meetings.
- Approximately 1,400 total flyers were distributed.
- Visited five religious institutions and the Adult School of San Mateo and dropped off flyers.
- Distributed flyers at approximately 35 businesses located at 6 different commercial shopping centers/strips (El Video Loco and North B Street, Chavez Market, La Hacienda Market, Primas Market, La Raza Family Market, Mercado El Nayarita).
- Attended and passed out information to attendees at 1 community wide event (North B Fiesta) and two food distribution events.
- Canvassed at Martin Luther King Park twice (afternoon and evening).
- 1 pop-up event and tabling event on North B Street.

## Outreach Demographics

This section summarizes the demographic characteristics of the outreach participants that provided voluntary demographic data. This includes participants from the outreach events listed in Table 1 and demographic data from participants at past outreach events that answered the same question. The summary below includes demographic data from January 2022 to October 2023. The demographic data below helps the project team determine if the outreach program is reaching the full range of San Mateo's demographics. This data indicates that the outreach program should continue to be refined to increase involvement of renters, younger residents, and residents who identify as Asian, Hispanic, and Black/African American. A summary of the demographics of the outreach participants is presented below. Please note, the demographics summary below is not inclusive of all participants, since participants were not asked to provide voluntary demographic data during the pop-ups or canvassing events.

### Is this your first time joining us for a General Plan event?

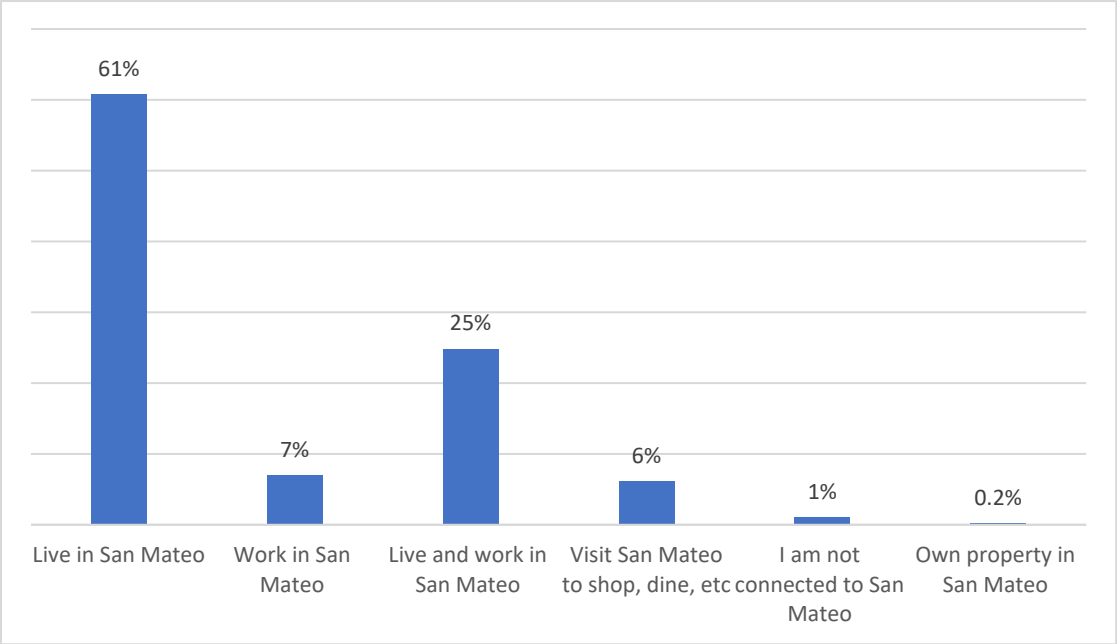
*Number of Respondents: 405*

- 44 percent of the workshop participants were new.

- 56 percent had participated in a pervious General Plan meeting.

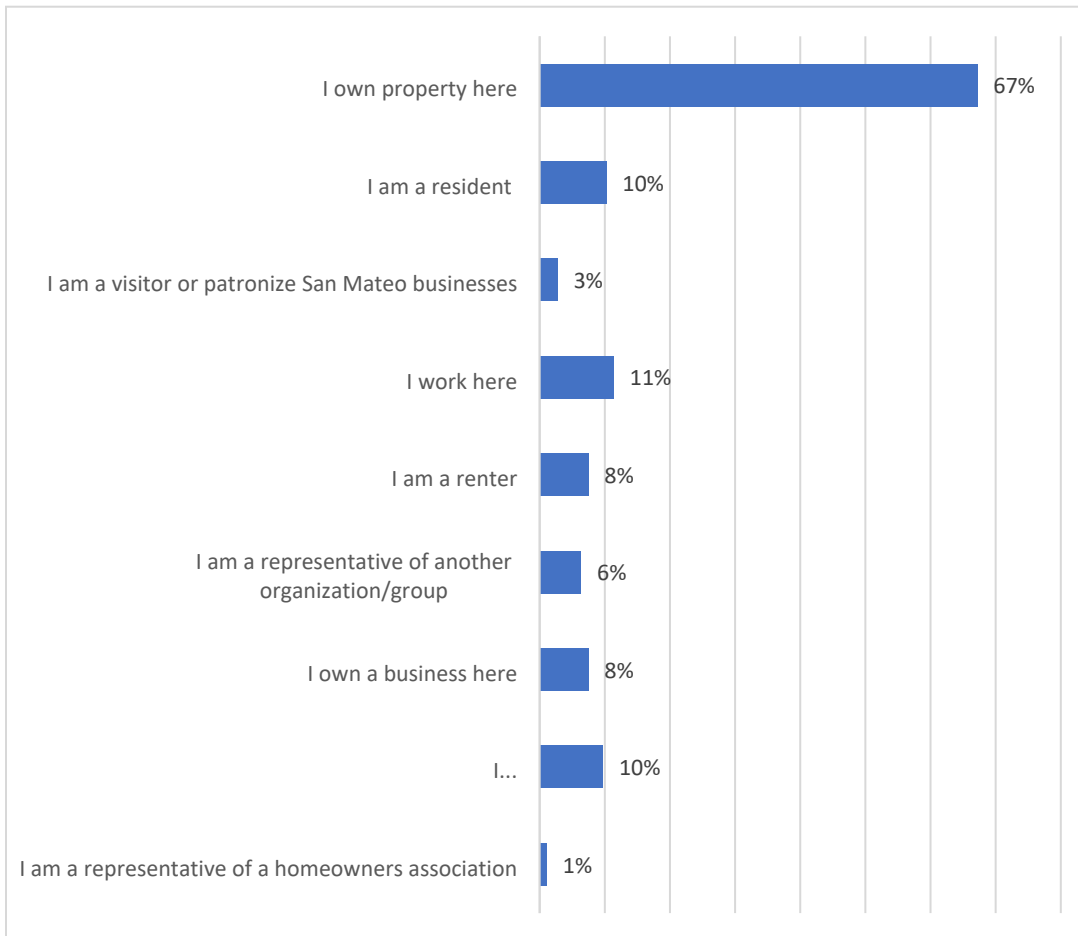
**How are you affiliated with San Mateo?**

*Number of Respondents: 459*



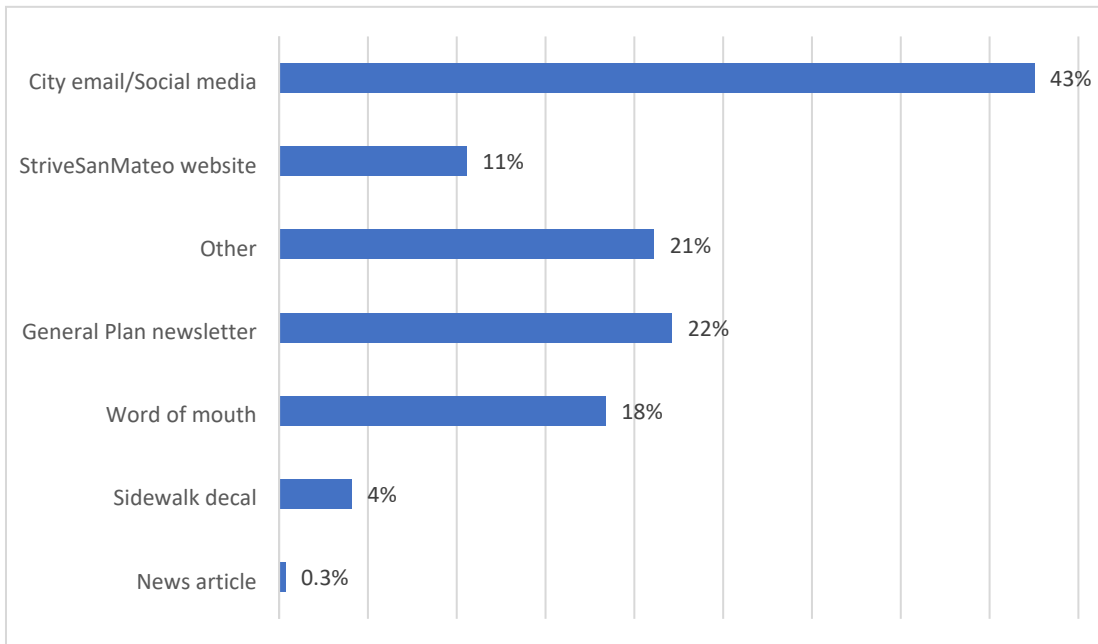
## What kind of stakeholder are you?

Number of Respondents: 360



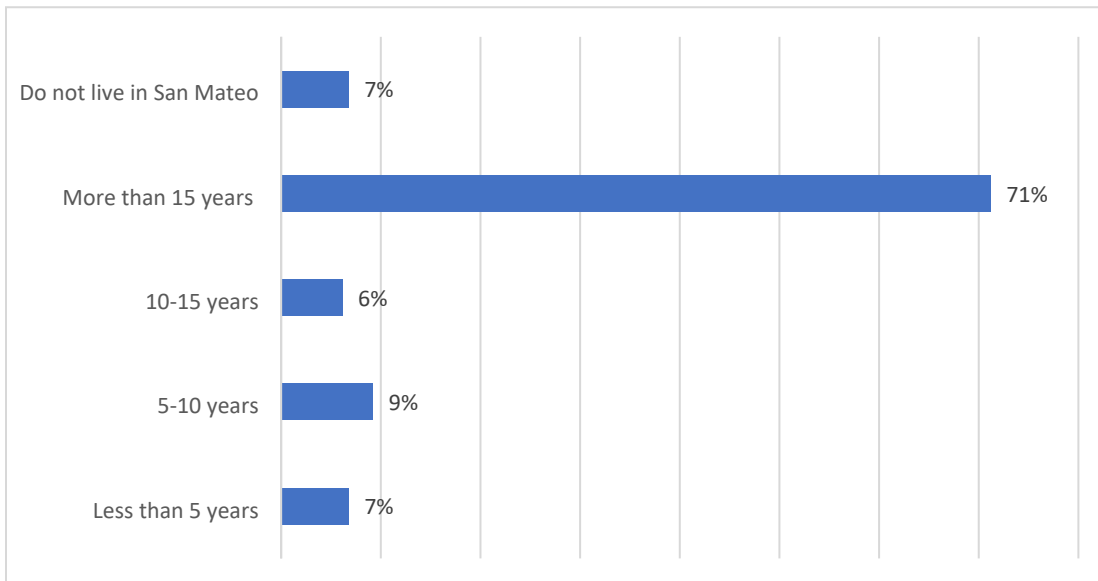
## How did you hear about the event?

Number of Respondents: 294



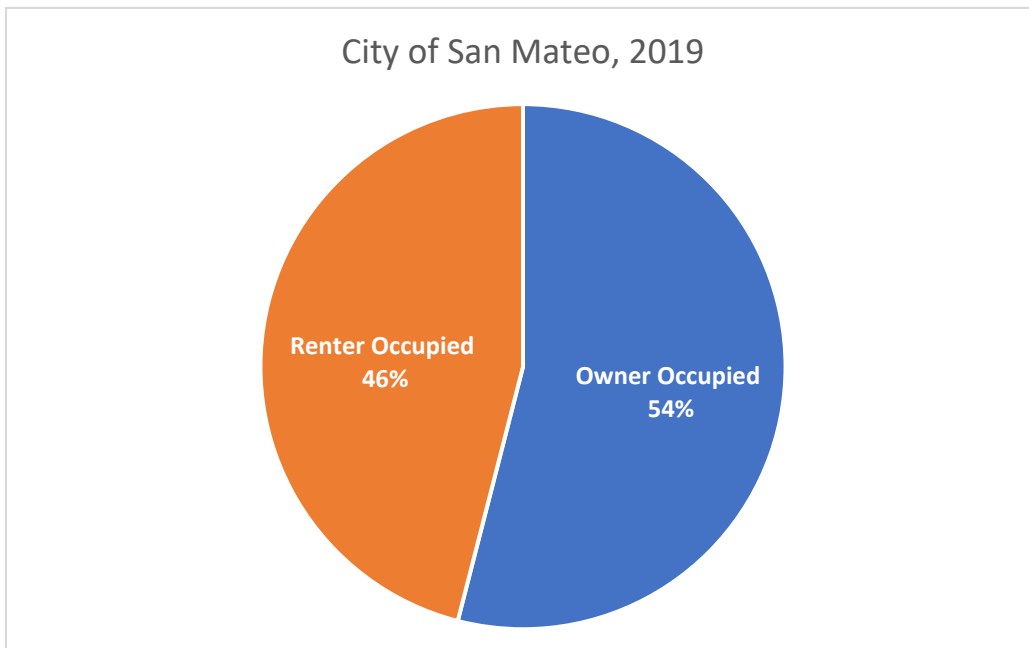
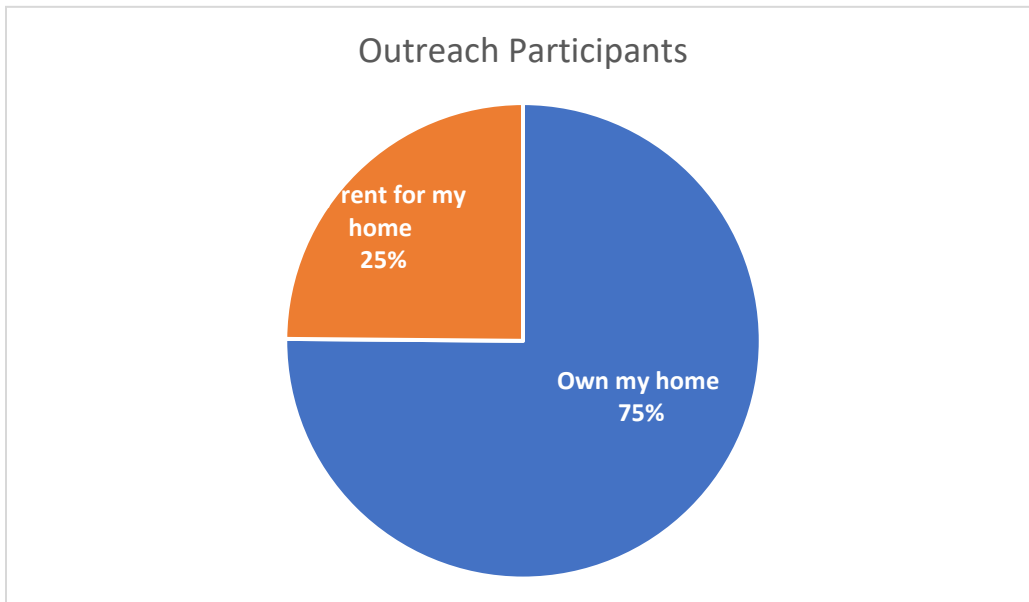
## How long have you lived in San Mateo?

Number of Respondents: 186



## Which best describes your current housing situation?

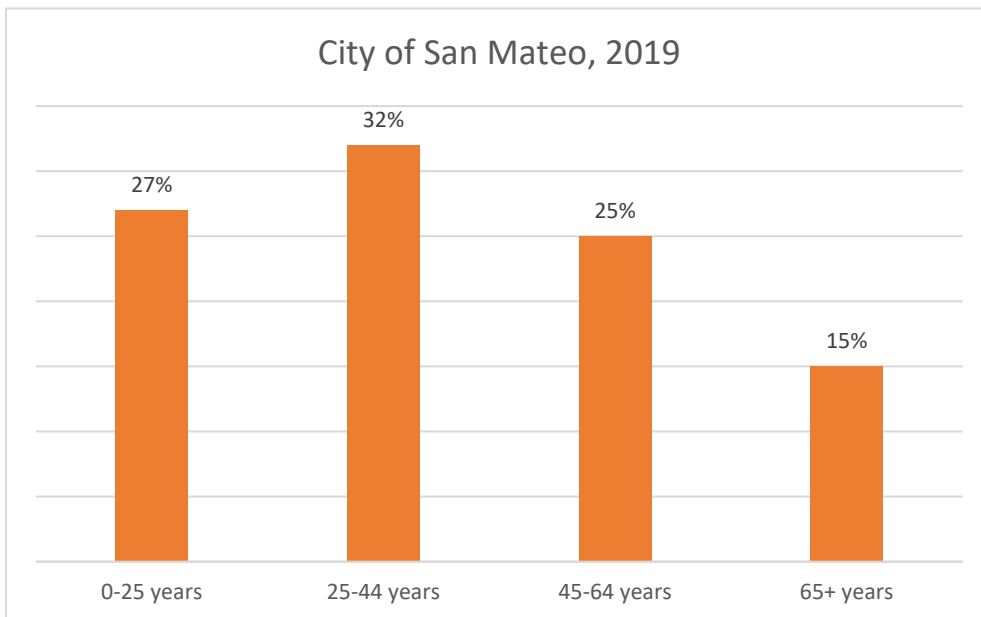
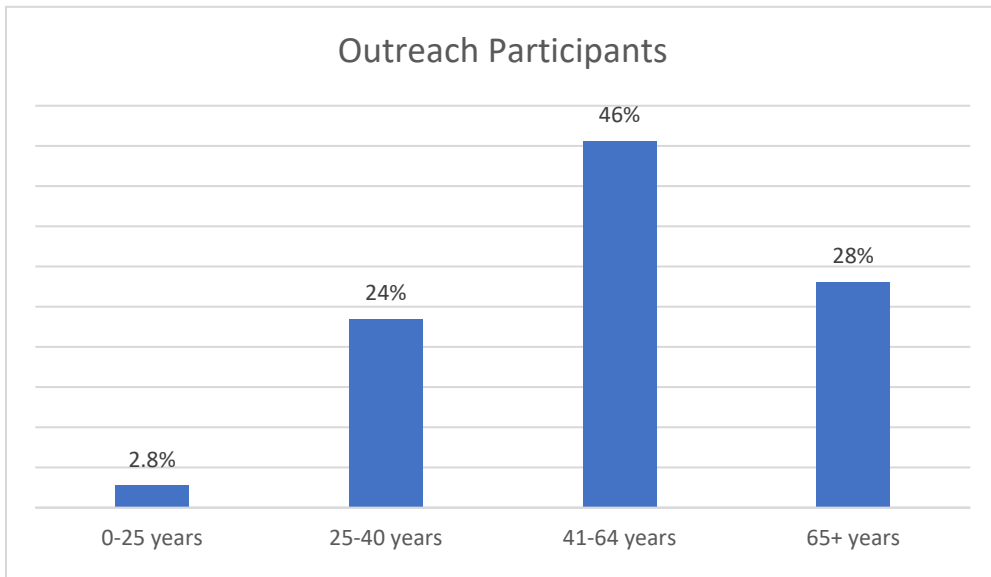
Number of Respondents: 386





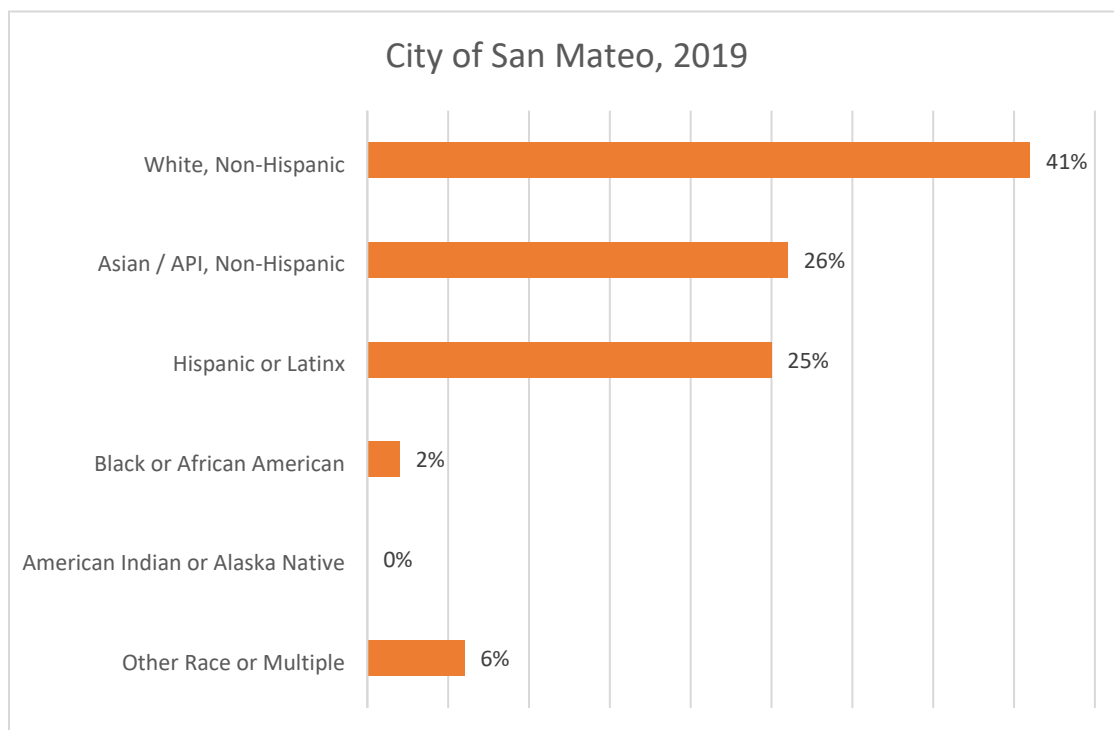
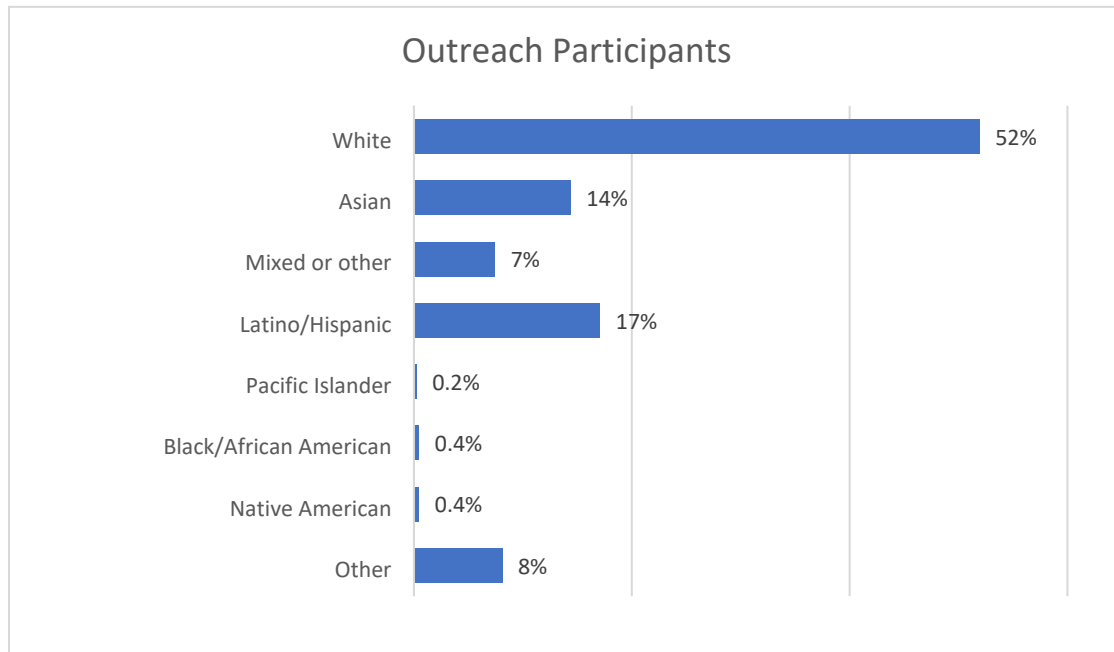
## What is your age group?

Number of Respondents: 434



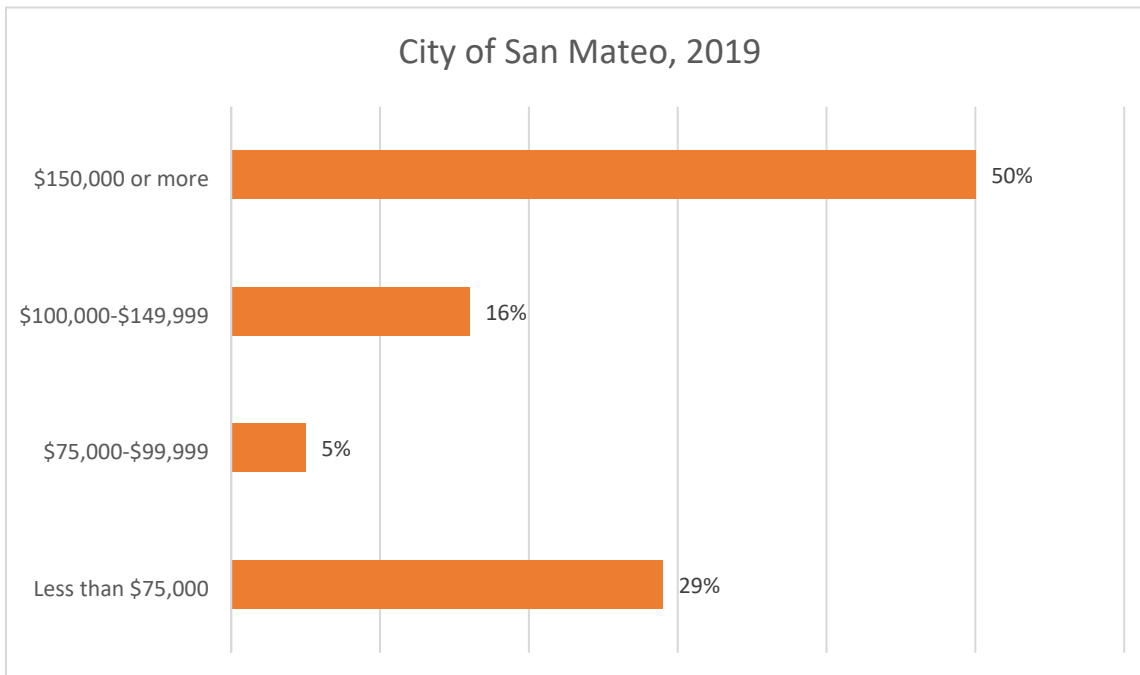
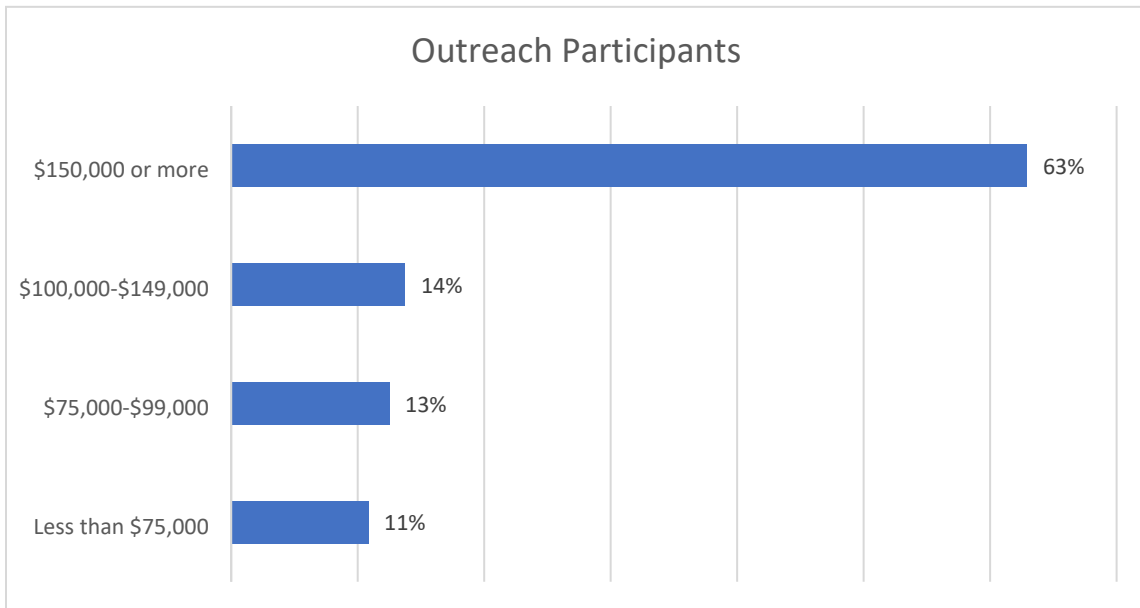
What is your race or ethnicity? (Check all that apply).

Number of Respondents: 445



## Which best describes your household annual income?

Number of Respondents: 240



## 1770 S. Amphlett Blvd – San Mateo Marriott Site

**Parcel Size:** 10.27 acres (447,226 square feet)

**GP 2030 Designation:** Regional/Community Commercial

**Current Zoning:** C3-1/R - Regional/Community Commercial with a Residential Overlay (50 du/ac)

**Existing Use:** Hotel use; originally approved/built in 1969/1970 as Duffey's Royal Coach Inn.

3/4 stories in height.

Marriott Hotel remodel/expansion approved in 1999 – added 91,000 sq ft (171 additional room) with 5/6 story height.

Total building size is approx. 367,000 sq ft with 491 rooms and over 32,000 sq ft of event/conference space.

**Amenities/Benefits:** In exchange for increased height as part of the 1999 entitlement, landscaped plazas and public improvements, and \$100,000 cash payment to City for public purposes was provided.

### General Plan 2040 Land Use Map



## Potential Land Use Designations

This is a list of potential land use designations that could be considered for this site to support re-establishment of a lodging/hotel use while also supporting new housing production. If a land use change is desired, per state law and local ordinance, a Planning Commission public hearing and recommendation is required before City Council can formally consider changing the land use designation for this site.

Designation	Density (Max Range)	Intensity/Max FAR (Nonresidential Uses)	Height Limit	Potential Housing units	Description
Regional Commercial	Up to 50 du/ac	1.5	1-3 stories	514 units	This designation is intended for large-scale commercial developments that serve residents and visitors from the surrounding region, such as the Hillsdale Mall and Bridgepointe Shopping Center. Examples of commercial uses in this land use include shopping centers, large-format retail, auto sales, and travel-related services, such as hotels, gas stations, and restaurants. Residential may also be allowed.
Mixed-Use Medium I	15 to 50 du/ac	3.0	3-5 stories	514 units	This designation allows medium-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses that encourages people to live, work, play, and shop in close proximity.
Mixed-Use Medium II	51 to 99 du/ac	4.0	4-6 stories	1,017 units	This designation allows medium-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses near other mixed-use, commercial, or residential areas, and within Downtown.
Mixed-Use High	100 to 130 du/ac	4.5	5-8 stories	1,335 units	This designation allows high-density mixed-use buildings that provide a mix of commercial, office, and/or residential uses within the same site or building. It is intended to allow a mix of uses near major streets, train stations, and shopping centers, and within Downtown.

## Potential General Plan Policy Revisions to Support Hotel Uses

To help highlight the importance of hotel/lodging uses in the City and how transient occupancy tax (TOT) revenue is an important revenue source in the City's budget, staff has two recommended revisions to Land Use Element policies for City Council Consideration (recommended changes underlined).

**Policy LU 3-7**      **Hotels.** Recognizing the importance of transient occupancy tax revenue to the City's budget, encourage development of hotels in commercial areas and allow small hotels in mixed-use districts where they are consistent with the density of adjacent uses.

**Policy LU 12-1**      **Revenue Generators.** Retain and grow existing businesses and attract new businesses that can generate and diversify the City's tax revenue, including from transient occupancy tax and other sources, and increase job opportunities to ensure the City has adequate resources for infrastructure improvements and essential City services, such as police, fire, parks, recreation, and libraries.



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 16

Section Name: OLD BUSINESS

Account Number: 10-1311

File ID: 24-8514

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**TO:** City Council

**FROM:** Alex Khojikian, City Manager

**PREPARED BY:** City Manager's Office

**MEETING DATE:** March 18, 2024

**SUBJECT:**  
City Council Priority List – Review Draft Priorities and Overall Updates

**RECOMMENDATION:**

Review and provide direction on the proposed work plan and resource requirements for the draft City Council fiscal year 2024-25 priorities.

**BACKGROUND:**

The City Council goal-setting process includes a three-step deliberation process resulting in the adoption of a City Council priority list, which includes staff's proposed work plan for each initiative for the upcoming fiscal year. The first step of the process was the City Council Blue Sky Workshop held on February 3, 2024. At this workshop, the City Council reviewed the adopted fiscal year 2023-24 priorities, removed completed and operationalized items, and proposed new priorities to add to the list for fiscal year 2024-25. During the Blue Sky workshop, City Council proposed a total of 15 priorities, consisting of both new priorities and modified versions of existing priorities.

**New Proposed Priorities** (*highlighted in yellow in Att 1*):

1. Create a comprehensive, ongoing Citywide Community Outreach and Engagement Program.
2. Create a Capital Infrastructure Plan or process for reinvesting in infrastructure to allow the City to evaluate its facilities and assets on an ongoing basis.
3. Provide greater support to business development centers or mixed-use development areas to increase economic vitality.
4. Explore adopting a Gardening Waste ordinance.
5. Explore a resolution affirming the City's commitment to integrate new technologies, such as artificial intelligence (AI), without displacing its existing work force.
6. Increase organizational capacity to support the Toyonaka Sister City Program within the Parks & Recreation Department and City Clerk Department.
7. Conduct an Annual Transportation Review of progress on all ongoing plans, including project updates and key metrics such as City mode share, collision and safety data.
8. Enable more quick-build bicycle/micro mobility/pedestrian projects by identifying reliable City funding and installation via Public Works staff and/or a trusted on-call contractor.
9. Expand youth and senior workforce development & civic leadership opportunities.
10. Explore piloting a City Grant Fund.
11. Improve and strengthen democratic systems and decrease polarization.
12. Implement a robust, year-round Downtown Activation Program as part of our core City services.

**Modified Existing Priorities** (*highlighted in green in Att 1*):



13. Study resource feasibility for the downtown grade separations and long-term train corridor improvements.
14. Enhance city-wide disaster response and emergency preparedness.
15. Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.

The second step of the process, which is taking place at the March 18th City Council meeting, is a review of the draft Council priority list and the proposed work plan for each item. Staff adjusted the wording of several items following the Blue Sky Workshop to capture the feedback received and to merge like items. Staff requests City Council review to ensure that the original intention of each is captured and the proposed work plan appropriately addresses City Council's expectations. It is an iterative process to create the final priority list, and staff expects some revisions will be required.

The priority list also includes an estimate of additional resources required beyond what is currently allotted for in the baseline budget and Capital Improvement Program. This is the case for new priorities and existing priorities which require additional resources. It is important to note that many of the priorities are listed as not requiring any additional resources. There are two primary reasons for this. The first is that the priority is already resourced, meaning it has been budgeted for in the City's Business Plan or Capital Improvement Program. Secondly, for newer items, the initial step in the work plan is to conduct a study session to present in-depth analysis on the topic and information on resource requirements for implementation, which may include several options of how to proceed. Until Council direction is provided on how implementation will occur, the only resources dedicated are staff time to do the analysis. In contrast, the resource requirement intensity column provides a qualitative analysis of what level of resource commitment staff estimates will be required for actual implementation of each of the items.

At the March 18th meeting, the City Council will also have an opportunity to take public comment on their proposed priority list. The draft priority list for the fiscal year 2024-25 with the proposed work plan items and required resources is included as Attachment 1 to this report.

The final step in the process will be City Council approval of the priority list, which is anticipated to be a consent calendar item on the April 15th City Council agenda.

**BUDGET IMPACT:**

There is no budget impact from this agenda item. Additional resources identified required to implement the proposed priorities will be included in the proposed fiscal year 2024-25 Business Plan and the Capital Improvement Program.

**ENVIRONMENTAL DETERMINATION:**

This discussion is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Draft Priority List FY 24-25  
Att 2 – Public Comment

**STAFF CONTACT**

Denise Garcia, Management Analyst II  
[dgarcia@cityofsanmateo.org](mailto:dgarcia@cityofsanmateo.org)  
(650) 522-7277

## Proposed Fiscal Year 2024-25 City Council Priorities

New #	Department Lead(s)	Council Priority	Resource Requirement intensity	Proposed Work Plan FY 24-25	Additional resources required above current budget	Proposed Modifications
Items to be Completed within the Fiscal Year						
1	City Manager's Office	Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.	Medium	Conduct community outreach and provide education; present findings to Sustainability and Infrastructure Commission for recommendations to City Council; return to City Council with narrowed down policy options and related resource needs and receive final Council direction on policy formation.	Consultant and staff support for community outreach/education and policy exploration is already budgeted. Additional resources may be required depending on final policy direction from City Council.	
2	City Manager's Office	Create a comprehensive, ongoing Citywide Community Outreach and Engagement Program.	High	Onboard and train new communications team and retain professional communications consultants to reestablish regular eNews, implement biannual print newsletters, bolster social media campaigns, improve high interest webpages, work with staff Citywide to enhance public engagement, establish a townhall program, and develop civic engagement forums. Enhance customer service and community outreach training and education opportunities for staff citywide.	\$150K is spread throughout parts of the CMO budget for professional services and hosting specials events; a significant amount of staff resources would be dedicated to this priority throughout the City.	
3	Public Works	Create a Capital Infrastructure Plan or process for reinvesting in infrastructure to allow the City to evaluate City facilities and assets when upgrades are needed.	High	Budget for and engage a consultant to complete a Capital Improvement Program organizational assessment to optimize the process for identifying all City infrastructure improvements, evaluate the process of prioritizing improvements, and assess the scheduling and budgeting methodologies. In addition, procure a consultant to complete a comprehensive facilities assessment to identify required improvements.	Budget required for CIP organizational assessment and facilities infrastructure study, which is included in the Operating Budget requests.	
4	City Manager's Office/Community Development	Provide greater support to business development centers or mixed use development areas to increase economic vitality.	Medium	Hire an economic consultant to provide peer reviews of proposed new development with ground floor commercial space; develop a list of best practices for ground floor commercial marketability that can be shared with developers and incorporated into future planning documents, including the Downtown Area Plan Update; continue to monitor commercial vacancies Citywide and engage with building owners as needed to understand vacancy and support getting space re-occupied.	Would need to publish a request for proposals for consultant work and dedicate staff time to administer program and work with developers and prospective business owners.	
5	Public Works	Expedite efforts to improve the stormwater collection, drainage, and storage system, including dredging the Marina lagoon.	High	Continue Stormwater Master Plan Update and complete critical components of data collection. Complete Marina Lagoon Maintenance Dredging design and initiate construction in Summer 2025.	\$1M is requested in upcoming budget from the new Stormwater Fund to complete the Stormwater Master Plan Update. No additional resources anticipated for Maintenance Dredging beyond what Council previously appropriated.	
6	City Attorney's Office	Explore adopting a Gardening Waste ordinance.	Low	Conduct legal research and survey other local jurisdictions.	No additional resources required.	
7	City Manager's Office	Explore a resolution affirming the City's commitment to integrate new technologies, such as artificial intelligence(AI), without displacing work force.	Low	Research County of San Mateo resolution.	No additional resources required.	
8	City Clerk's Office & Parks and Recreation	Increase organizational capacity to support the Toyonaka Sister City Program within the Parks & Recreation Department and City Clerk Department.	Medium	Develop a sister city policy or resolution to define City staff and non-profit roles and scope (look at Redwood City).	No additional resources required to develop a policy. Depending on the nature of the policy, additional resources may be required to facilitate.	
9	Public Works	Conduct an Annual Transportation Review of progress on all ongoing plans, including project updates and key metrics such as City mode share, collision and safety data.	Low	Staff will gather key metrics and present an annual transportation review to City Council.	No additional resources required.	

## Proposed Fiscal Year 2024-25 City Council Priorities

New #	Department Lead(s)	Council Priority	Resource Requirement intensity	Proposed Work Plan FY 24-25	Additional resources required above current budget	Proposed Modifications
Items to be Completed within 2 to 5 Years						
10	City Manager's Office	Consider the adoption of wage theft protections	High	Partner and work with the County's Office of Labor Relations.	No additional resources required.	
11	City Manager's Office	Integrate master plans to increase efficiency and community impact	Low	Continuously cross reference all city planning documents to ensure consistency.	No additional resources required.	
12	Public Works and City Manager's Office	Design and implement capital improvements for permanent street closure	Medium	Complete construction of the B Street Pedestrian Mall Improvement Project by Fall 2024.	The estimated construction cost increase range is up to \$675K depending upon Council direction at the April 1, 2024 study session.	
13	Finance	Initiate a Community Budget Process for anticipated revenue from Measure CC	Medium	Continue to monitor Measure CC revenue. Report the results through quarterly updates.	No additional resources needed.	
14	Public Works	Remove North Shoreview from FEMA Flood Assessment	High	Continue coordination with FEMA on formal removal of flood zone designation by Summer 2024/Fall 2024.	Likely no additional resources required if FEMA accepts the latest information submittals. If additional data is again required to be submitted, \$50,000 in additional consultant support may be needed.	
15	City Manager's Office	Explore the establishment of Property-Based Improvement Districts	Medium	Bring a study session to council for discussion.	No additional resources required.	
16	City Manager's Office	Explore the implementation of a Customer Response Management or 311 system	High	Research methods by which the City currently receives service requests and back-end systems where requests are managed. Select a suitable CRM that will work with existing back-end systems.	CIP request of \$100k. Yearly operational request of \$25k for CRM subscription.	
17	City Manager's Office and Public Works	Enhance city-wide disaster response and emergency preparedness	High	Continue working with Office of Emergency Services on updates to the City's Emergency Operations Plan including associated staff training and exercises, ongoing training for staff roles and responsibilities at the Emergency Operations Center, and training on the transition to new virtual EOC software (Veoci); bolster City staff resources with emergency preparedness expertise; update departmental emergency plans and COOP/COGS; purchase additional emergency rations/provisions and equipment; pursue flood control permitting and upgrades; procure grant professional writing assistance; evaluate City infrastructure for resilience and fitness during disaster/extreme events.	Approximately \$475k (\$95k emergency standby generator, \$200k staff, \$75k grant writing consultant, \$100k rations/equipment/training supplies)	

## Proposed Fiscal Year 2024-25 City Council Priorities

New #	Department Lead(s)	Council Priority	Resource Requirement intensity	Proposed Work Plan FY 24-25	Additional resources required above current budget	Proposed Modifications
18	Community Development	Update the General Plan	High	Support adoption of a resolution to place a ballot measure amending Measure Y on the November 2024 election; initiate a comprehensive Zoning Code update to implement the General Plan, including community outreach and engagement, starting with an RFP for a consultant to support the effort, with a target to initiate the update effort in Q3.	Approx. \$500k-\$750k for consultant support will be required for the comprehensive Zoning Code update and community outreach and engagement, with funding coming from the Long Range Planning Fund.	Modify priority to include amending Measure Y and initiating Zoning Code amendments to implement General Plan 2040.
19	Community Development	Implement Housing Element Policies	High	Begin implementation of all 2023-2031 Housing Element policies and programs with a 2024/2025 target date.	Approx \$100k from Long Range Planning Fund will be needed for housing consultants to support implementation of the HE programs with 24/25 completion targets.	
20	Library and Public Works	Address structural issues at the Marina Library	High	Complete design process, including addition structural analysis, by December 2024 and begin construction work in late Spring 2025. Complete Construction by the end of FY 25/26.	Need to procure resources for branch improvements beyond essential structural work.	
21	Public Works	Reconstruct all failed streets in San Mateo by 2026	High	Complete construction of Phase 4 by Fall 2024 and award construction contract for Phase 5 Spring 2025. Phase 5 is the final phase of the Smooth Streets Program.	No additional resources required.	
22	Public Works	Replace all remaining high voltage circuits to improve safety and reliability of the street light system	High	Complete construction of Phase 3. Complete Design for Phase 4 (Final Phase). Construction for Phase 4 is expected to begin in FY 25-26.	No additional resources required.	
23	City Manager's Office	Implement a robust, year-round Downtown Activation Program as part of our core City services.	High	Organize a committee to focus on the vibrancy of Downtown.	Significant staff time diverted from other priority tasks, potential financial resources depending on Program objectives	
24	Public Works	Enable more quick-build bicycle/micro mobility/pedestrian projects by identifying reliable City funding and installation via Public Works staff and/or a trusted on-call contractor	High	<p>Consolidate safety projects identified in existing and future plans into a prioritized list. Develop an implementation strategy that includes staff resources and funding for each phase (planning, design, construction and maintenance).</p> <p>Continue to progress in safety projects in design</p> <ul style="list-style-type: none"> <li>- Delaware Safe Routes to School Protected Bike Lane</li> <li>- Hillsdale GAP Closure</li> <li>- 3rd and Norfolk Safety Improvement Project</li> </ul>	<p><b>[COST BELOW ASSUME A 5 YEAR DELIVERY WINDOW AND COST ARE A TOTAL OF 5 YEARS]</b></p> <p>I. Consultant to create a consolidated and prioritized list. ~\$72,000</p> <p>II. Designers to develop rapid build plans for construction. ~\$150,000</p> <p>III. Construction management team to manage the construction of the rapid safety projects. ~\$200,000</p> <p>IV. Maintenance options to maintain these rapid safety improvements. ~\$230,000</p> <p>V. Immediate implementation of curb markings to improve safety in key locations. ~\$50,000 for internal staff to start installation.</p>	recommended priority language: "Prioritize planning, design, construction and maintenance of rapid safety improvement projects citywide and ensure there is a reliable City fund for long term success."
25	City Manager's Office/Community	Explore piloting a City Grant Fund.	Medium	Identify funding source and amount (50k), staff resources, structure, and process.	\$50K plus staff resources	
26	City Clerk's Office & City Attorney's Office	Improve and strengthen democratic systems and decrease polarization.	Medium	Conduct educational outreach and information to current and future voters and a post-election review of campaign ordinance with Council.	Post-election review of campaign ordinance does not require additional resources. Additional resources may be required to broaden outreach depending on the objective.	
27	City Manager's Office and Human Resources	Expand youth and senior workforce development & civic leadership opportunities.	Medium	Centralize internships for youth/young adults and improve our volunteer program to attract and retain volunteers, especially seniors.	\$1,500 for lunches or other admin costs for Internship Program Meet and Greet with the City Manager. Outreach for both programs can be absorbed in existing budget.	
28	Public Works	Fund and deliver the Clean Water Program	High	Complete all identified construction projects by the end of FY 25/26.	No additional resources required.	Recommend deleting the reference of "Fund" as all funding is in place.

## Proposed Fiscal Year 2024-25 City Council Priorities

New #	Department Lead(s)	Council Priority	Resource Requirement intensity	Proposed Work Plan FY 24-25	Additional resources required above current budget	Proposed Modifications
Items to be completed in 5 or more years						
29	Library	Implement Library Space Master Plan	High	Complete rest of space enhance projects: Cafe, Lobby, Teen Area, Business Library, Jobseekers Space, Biotech Learning Center, Periodical Storage Space	No existing funding for project. Meet w/ EHDD (architects of Main Library) to reevaluate plans since original plans are now 7 years old. Est. cost of new consultation process is approximately \$100k	We propose initiation of new design process since current designs and prices are outdated.
30	Parks & Recreation	Implement the Central Park Master Plan	High	Staff will complete phase 1 of the Central Park Playground Improvements, which consist of directing the project manager to solicit bids and manage the construction process.	Through the CIP process, additional resources will be requested and identified to fulfill this item.	
31	Public Works	Expedite efforts to improve the stormwater collection, drainage, and storage system, including dredging the Marina lagoon	High	Adopt a prioritized, long-term 5-Year Capital Improvement Plan based on Stormwater Master Plan Update. Initiate and complete environmental approval process for dredging of the Marina Lagoon. Begin implementation of other highly prioritized stormwater capital improvement projects as funding and resources allow.	Anticipate \$2M for full design, permitting, and environmental review for full-scale Marina Lagoon Dredging project (federal earmark requested, with \$500k proposed from the Stormwater Fund as local match). Staff is still pursuing other near-term implementation projects for small-scale drainage improvements and camera/sensor installation with previously appropriated funding from Council.	
32	Public Works	Implement a Green Fleet by 2030	High	Complete design and initiate construction of City Hall/City Plaza EV charging infrastructure improvements by end of calendar year 2025. Seek additional grant funding and plan for Corp Yard/PD EV charging infrastructure improvements.	Significant additional funds will be needed to fully implement. Some grant funding may be available for electric vehicles and charging infrastructure.	
33	Public Works	Expedite efforts to provide high quality effluent from the wastewater treatment plant upgrades to support the future production of potable water.	High	Continue participating in the Peninsula Pure Water (formerly San Francisco Peninsula Regional Purification) project to pursue a wastewater purification facility at the Silicon Valley Clean Water facility in Redwood Shores.	No additional resources needed for staff participation in the longer-term effort.	
34	Public Works	Minimize impacts to residents from train horn noise at City at-grade crossings	High	Complete construction of all rail safety measures required for Train Horn Noise Quiet Zone (Quiet Zone) qualification by end of calendar year 2024. Staff to work with FRA and required stakeholders (e.g. CPUC, Caltrain, and Union Pacific) to complete administrative steps to establish Quiet Zone by end of calendar year 2025.	No additional resources required.	
35	Public Works	Study resource feasibility for the downtown grade separations and long-term train corridor improvements	High	Identify resource needs for staffing, grant writer, and design consultant to implement the feasibility study.	Funds needed for a Consultant Grant Writer and Consultant Designer.	
36	Public Works	Improve traffic flow on 19th Ave and Fashion Island Boulevard from Grant to Mariners Island Boulevard	High	Continue the design for 463338 Norfolk/Fashion Island intersection improvements. Continue design for the 19th Avenue Smart Corridor Project. Finalize negotiations to combine both projects on 19th Avenue and Fashion Island to help expedite delivery and coordination of both projects.	No additional resources required.	
37	Public Works	Complete all High and Medium-High priority projects in the 2020 Bicycle Master Plan and the Pedestrian Master Plan	High	Program all existing 2020 BMP projects into the Bike San Mateo Program in order to expedite the design and delivery of all High and Med-High bicycle projects. This will include quick-build bicycle projects. Identify all incomplete PMP projects and develop a workplan for expedited completion. Complete design for the Delaware SRTS Protected Bike Lane Project, Hillsdale Gap Closure project and the 3rd and Norfolk Island Intersection Safety Improvement project. Continue to the design for the 19th Avenue and Fashion Island Class IV bike lane projects.	Need Design Staff Need Implementation Staff Need funding above and beyond what is in the CIP	Recommend changing council priority language to "Continue implementation of all High and Medium-High priority projects in the 2020 Bicycle Master Plan and Pedestrian Master Plan with the goal of prioritizing quick-build projects where feasible".

**From:** [Patrice Olds](#)  
**To:** [Denise Garcia](#); [Christina Horrisberger](#)  
**Subject:** FW: City Objectives FY2024-25  
**Date:** Thursday, March 14, 2024 10:31:31 AM  
**Attachments:** [Investment Policy 2023a \(1\) \(4\).pdf](#)

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Patrice M. Olds, MMC  
City Clerk  
City of San Mateo  
330 W. 20th Avenue  
San Mateo, CA 94403-1388  
[polds@cityofsanmateo.org](mailto:polds@cityofsanmateo.org)  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)  
(650) 522-7042

---

**From:** [REDACTED]  
**Sent:** Thursday, March 14, 2024 10:29 AM  
**To:** Clerk <[clerk@cityofsanmateo.org](mailto:clerk@cityofsanmateo.org)>; City Council (San Mateo) <[CityCouncil@cityofsanmateo.org](mailto:CityCouncil@cityofsanmateo.org)>  
**Cc:** [REDACTED]  
[REDACTED]  
**Subject:** City Objectives FY2024-25

Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council Members Loraine, Hedges, and Lee:

On behalf of the San Mateo Climate Action Team, I am writing to you regarding your City Council meeting on March 18, urging you to adopt the following three areas of City Objectives for FY2024-25:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document (attached).
- 2) Continue the City's commitment to having no investments in fossil fuel, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative

### **Transportation Improvements**

In order to improve pedestrian and bicycle safety and encourage San Mateo residents to get out of their cars, please do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Clean Streets Program.

3) **Support and fully fund the** Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.

4) **Support and fully fund the improvements in the General Plan Circulation and Land Use** element, to be considered by the City Council on March 18.

### **Decarbonization of all buildings**

1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.

2) Address the nine points presented to the City Council at its study session of January 16, 2024.

### **Support for City Council Objectives**

To assure the success of the above objectives, we advocate these specific Council Member Priorities from its "blue sky" session on February 3:

a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .

b) Priority 1 proposed by Mayor Diaz Nash.

c) Priority 1 proposed by Deputy Mayor Newsom.

d) Priority 1 proposed by Council Member Loraine.

e) Priority 1 proposed by Council Member Hedges.

f) Priority 1 proposed by Council Member Lee.

We thank you for your hard work on the City Council Objectives for FY 2024-25

We all look forward to working with staff and council, to approve and implement these important climate objectives.

Robert Whitehair, co-leader, on behalf of the San Mateo Climate Action Team



**From:** [REDACTED]  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 03/18/24  
**Date:** Thursday, March 14, 2024 12:42:21 PM

---

Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges, and Lee,

I hope you are well. I am writing to you regarding your City Council meeting on March 18. I respectfully urge you to formally adopt the following three areas of the 2024-25 Objectives:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of the document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

### **Transportation Improvements**

In order to improve safety and encourage San Mateo residents to get out of their cars, please:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

### **Decarbonization of all buildings**

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of January 16, 2024.

### **Support for City Council Objectives**

To assure the success of the above objectives, I support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.

f) Priority 1 proposed by Council Member Lee.

I thank you for your hard work on the City Council Objectives for FY 2024-25.

Sincerely,  
Claire Shintani

**From:** [REDACTED]  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/24  
**Date:** Thursday, March 14, 2024 12:46:25 PM

---

Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. I urge you to formally adopt the following three areas of the Objectives:

#### Socially Responsible Investing Strategy

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

#### Transportation Improvements

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

#### Decarbonization of all buildings

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of January 16, 2024.

## Support for City Council Objectives

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.
- f) Priority 1 proposed by Council Member Lee.

I thank you for your hard work on the City Council Objectives for FY 2024-25

Sincerely,  
Mary Rose LeBaron



**SAN MATEO COUNTY**

# **Investment Policy Statement**

**Calendar Year 2023**

*Approved by the  
San Mateo County Board of Supervisors  
Updated Date: January 17, 2023  
Resolution: 079414*

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**SAN MATEO COUNTY**  
**Investment Policy Statement**  
**Calendar Year 2023**

**I. Introduction**

It is the policy of the San Mateo County Treasurer, consistent with controlling legal mandates, to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to pool participants, achieving a competitive yield while conforming to all applicable statutes and resolutions governing the investment of public funds. Moreover, while complying with these legal mandates, the Treasurer will also promote investments in authorized issuers that display adherence to strong environmental, social, and governance principles.

To meet liquidity and long-term investing needs, the County has established the County Investment Pool. This fund is suitable for planned expenditures or capital funds.

**II. Delegation of Authority**

By Resolution 079414, approved on January 17, 2023 the County Board of Supervisors has delegated to the Treasurer authority to invest and reinvest the funds of the County and other depositors as specified in California Government Code Sections §27000.1 and §53607 for the period calendar year 2023. The Treasurer may delegate investment authority to whoever has been retained to perform the investment function.

**III. Policy Statement**

This Investment Policy establishes cash management and investment guidelines for the Treasurer, and those to whom he/she delegates investment authority, who are responsible for the stewardship of the San Mateo County Pooled Investment Fund. Each transaction and the entire portfolio must comply with California Government Code and this Policy. All portfolio activities will be monitored and judged by the standards of this Policy and its investment objectives. Activities that violate its spirit and intent will be considered contrary to policy.

The Treasurer will annually render to the Board of Supervisors and any Oversight Committee a statement of investment policy, which the Board shall review and approve at a public meeting. Any change in the policy shall also be reviewed and approved by the Board at a public meeting.

**IV. Standard of Care**

The Treasurer is a fiduciary of the pooled investment fund and therefore subject to the prudent investor standard. The Treasurer, employees involved in the investment process and members of the San Mateo County Treasury Oversight Committee shall refrain from all personal business activities that could conflict with the management of the investment program.

All individuals involved will be required to report all gifts and income in accordance with California state law. (See Section XXI)

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the Treasurer, and those to whom he/she delegates investment authority, shall act with due professional care, skill, prudence and diligence taking into consideration circumstances then prevailing, including, but limited to, general economic conditions and anticipated needs of the County and other depositors. This should be accomplished with the care that a prudent person acting in a like capacity would use to safeguard the principal and maintain the liquidity needs of the County and other depositors.

As outlined in California Government Code Section §27000.3, the standard of prudence to be used by the County investment officers shall be the “prudent investor” standard and shall be applied in the context of managing the portfolio. Investment officers shall act in accordance with written procedures and the investment policy, exercise due diligence, report in a timely fashion, and implement appropriate controls for adverse development.

## **V. Investment Objectives**

The San Mateo County Investment Pool shall be prudently invested in order to preserve principal while earning a reasonable rate of return while awaiting application for governmental purposes. Investments should be made with precision and care considering the safety of the principal investment, as well as the income to be derived from the investment. The specific objectives for the program are ranked in order of importance:

- A. Safety of Principal** - The Treasurer shall seek to preserve principal and minimize capital losses by mitigating credit risk and market risk as follows:

Credit Risk - Defined as an issuer(s) ability and willingness to repay interest and principal. Credit risk shall be minimized by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants. Credit rating evaluations for all securities are monitored on a consistent basis.

Market Risk - Defined as the risk of market value fluctuations due to changes in the general level of interest rates. Because longer-term securities generally have greater market risk than shorter-term securities; market risk will be minimized by establishing the maximum Weighted Average Maturity of the pool at three years. The maximum allowable maturity for any instrument in the pool at time of purchase is 7 years (Treasuries and Agencies only). Occasional market losses on individual securities are inevitable with active portfolio management and must be considered within the context of the overall investment return.

**B. Liquidity**

The Treasurer's Office attempts to match maturities with its 12-month projected cash flow. The nature of the planning process behind the cash flow of the pool is relatively predictable and less volatile than is the case of discretionary money.

This allows leeway for some of the underlying investments in the County Pool to maintain a somewhat longer duration.

**C. Yield**

The County Pool is designed as an income fund to maximize the return on investable funds over various market cycles, consistent with the pool's first priority of safeguarding principal. Yield will be considered only after the basic requirements of safety and liquidity have been met. The County Pool is managed as an income fund whose purpose is to provide its investors with a reasonably predictable level of income, as opposed to a growth fund or fund measured on the basis of total return.

**D. Socially Responsible Investment Objectives**

In addition to and while complying with California Government Code provisions that regulate the investment of public funds (which require that, when managing and investing public funds, the objectives shall be, primarily, to safeguard principal of invested funds; secondarily, to meet the liquidity needs of the local government; and third, to achieve a return on invested funds), the County Treasurer recognizes the importance of socially responsible investing. The Treasurer will consider and promote investment in authorized issuers that display adherence to strong environmental, social and governance (ESG) principles, including but not limited to, environmental sustainability, social and economic justice, and good corporate governance. The Treasurer will forego investments in fossil fuel issuers if able to do so while complying with all legal and fiduciary mandates, including with respect to safety of principal, liquidity, and return on invested funds. The Treasurer will seek to invest in a socially responsible manner by considering investments in corporate issuers that meet designated risk score thresholds, as provided by an independent organization or organizations that supply analytical research, ratings, and data to institutional investors regarding issuers' environmental, social and governance (ESG) practices. Issuers will be reviewed and confirmed against these thresholds on a periodic basis, and any investments in issuers that fall below designated thresholds may be sold or held to maturity.

**VI. Management Style and Strategy**

This policy describes the County's strategic investment objective, risk tolerance and investment constraints. The County Treasurer or designee, at the Treasurer's discretion, prepares an economic outlook and evaluates the capital markets environment. The investment

programs reflect a common strategy that is based on conservative principles of fixed income portfolio management consistently applied in a disciplined fashion.

## **VII. Authorized Investments**

Subject to the limitations set forth in California Government Code §53600 et seq. which may be amended from time to time, the Treasurer may invest in the following instruments, subject to the limits described in the following sections. Long-term credit ratings, where shown, specify the minimum credit rating category required at time of purchase. As noted previously, all securities purchased shall be regularly monitored and re-evaluated should their ratings be downgraded below the minimum investment grade level required of the Pool. The Treasury Oversight Committee will be notified, within 10 days of any security downgrades that fall below the pool's investment standards and the course of action to be taken if any. In addition, the information will be posted on the Treasurer's website within the same time frame. Decisions regarding the holding of, or the potential sale of, securities are based on factors such as remaining time to maturity and the need for liquidity in the Pool.

Where a percentage limitation of eligible security percentages and maximum maturity is established, for the purpose of determining investment compliance, that maximum amount will be applied on the date of trade settlement. Therefore, depending on the liquidation of other securities and the performance of other securities in the pool, the percentage of the pool of any given security or instrument could exceed the initial percentage limitations without violating the Investment Policy.

### **A. U.S. Treasury Securities**

United States Treasury bills, notes, bond or certificates of indebtedness, for which the full faith and credit of the United States is pledged for the payment of principal and interest. The maximum maturity of U.S. Treasury Securities is 7 years.

### **B. U.S. Government Agency/GSE (Government Sponsored Enterprise)**

Obligations, participations, or other instruments of, or issued by, a federal agency or a United States government sponsored enterprise. The maximum percent of the fund per issuer is 40%. The maximum percent of the fund for U.S. Agencies Callable Securities is 25%. U.S. Government Agency/GSE securities must be rated in a rating category of "AA," long-term, or "A-1," Short-term, or their equivalent or higher by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). The maximum maturity for Agency Securities is 7 years.

### **C. Commercial Paper**

At the time of purchase, commercial paper must be rated either A-1/P-1/F1 or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). Eligibility is limited to U.S. organized and operating corporations. Corporations must have assets in excess of \$5 Billion and have debt other than commercial paper, if any, that is rated in a rating category of "A" or

its equivalent or higher by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). Maturities may not exceed 270 days. Purchases of commercial paper will not exceed 40% of the pool's investable money.

#### **D. Negotiable Certificates of Deposit**

Negotiable certificates are negotiable money market instruments that trade on the open market. At the time of purchase, negotiable certificates of deposit must be rated in a rating category of "A," long-term, or "A-1"/"P-1"/"F1, short-term," or their equivalents or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). These certificates must be issued by a U.S. National or State chartered bank or state or federal association (as defined by section 5102 of the California Financial Code) or by a state licensed branch of a foreign bank. Eligible foreign banks must have branches or agencies in the U.S. Issuers must be a corporation with total assets in excess of \$5 Billion. Purchases of Negotiable Certificates of Deposit will not exceed 30% of the pool.

#### **E. Bankers Acceptance**

A Bankers Acceptance (BA) is a draft drawn and accepted by banks that is based upon funds that will pay its face value at maturity. The security is normally traded at a discounted price. Because the accepting institution is obligated to pay for the bill, a Bankers Acceptance is considered less risky than commercial paper.

At the time of purchase, BAs must be rated A-1/P-1/F1 or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). BAs are primarily used to finance international trade. BAs are timed drafts (bills of exchange) drawn on and accepted by a commercial bank. Issuers must be a corporation with total assets in excess of \$5 Billion. Purchases of Bankers Acceptances will not exceed 15% of the pool for domestic commercial banks and 15% of the pool for foreign commercial banks.

#### **F. Collateralized Time Deposits**

Collateralized Certificates of Deposit must comply with Bank Deposit Law. Purchases of Collateralized Certificates of Deposit will not exceed 15% of the pool.

#### **G. Mortgage Backed Securities and Asset Backed Securities**

##### **A. Mortgage Backed Securities**

The securities must be rated in a rating category of "AA" or its equivalent or higher by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). Securities shall have a maximum remaining maturity of five years. Combined holdings of Mortgage Backed Securities and Asset Backed Securities will not exceed 20% of the pool.

The allowable types of Mortgage Backed Securities include the following:

1. U.S. Government Agency Mortgage pass-through securities.
2. Collateralized Mortgage Obligations (CMO) where the underlying mortgages have U.S. government backing.

#### **B. Asset Backed Securities**

The securities must be rated “AAA” or its equivalent by at least two of the three nationally recognized rating services (S&P, Moody’s and Fitch). Securities shall have a maximum remaining maturity of five years. Combined holdings of Asset Backed Securities and Mortgage backed Securities will not exceed 20% of the pool.

The allowable types of Asset Backed Securities include the following:

1. Equipment lease back certificates.
2. Consumer receivable backed bonds.
3. Auto loan receivable backed bonds.

### **H. Corporate Securities**

The maximum maturity for corporate securities is five years. Eligible securities shall be issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. At the time of purchase, corporate securities must be rated in a rating category of “A” or its equivalent or better by at least two of the three nationally recognized rating services (S&P, Moody’s and Fitch). Securities in this classification must be dollar denominated. If a security is owned and downgraded below the pool’s investment standards, the Treasury Oversight Committee will be notified within 10 days of any security downgrades that fall below the pool’s investment standards and the course of action to be taken if any. In addition, the information will be posted on the Treasurer’s website within the same time frame.

Purchases of Corporate Securities shall not exceed 30% of the pool. The amount invested in corporate securities in the “A” rating category may not exceed 27% of the pool (90% of the 30% permitted corporate allocation). For purposes of determining compliance with this requirement, a security’s rating will be determined by its highest rating by either S&P, Moody’s, or Fitch. There is a 5% limitation of the fund in any single issuer of Money Market/Corporate Securities, however, the Pool has a target of holding no more than 3%. The 3% target may be exceeded under exceptional circumstances (i.e.: peak tax collection periods, G.O. Bond issuances, etc.) when there is a large influx of cash.

### **I. US Instrumentalities**

United States dollar denominated senior unsecured, unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American

Development Bank, with a maximum maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category “AA” or its equivalent or higher by at least two of the three nationally recognized rating services (S&P, Moody’s and Fitch). Purchases of US Instrumentalities are not to exceed 30% of the pool.

#### **J. CA Municipal Obligations**

Registered state warrants or municipal notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Investments under this subdivision shall be rated in a rating category “AA” or its equivalent or higher by at least two of the three nationally recognized rating services (S&P, Moody’s and Fitch). Such investments shall have a maximum security of five years or less, and shall not exceed 30% of the pool, 5% per issuer. The foregoing investments shall be limited to the General Obligation (GO) bonds, Tax & Revenue Anticipation Notes (TRANS), or other debt, which is issued by the state of California, the University of California Regents or the California State University Regents.

#### **K. Repurchase Agreements**

Repurchase Agreements must be executed with dealers with whom the County has written agreements and are either banking institutions that meet the rating requirements of this policy or dealers who report to the Market Reports Division of the Federal Reserve Bank of N.Y. (Primary Dealers). All transactions must be collateralized at 102% of current value plus accrued interest and must be marked to market daily. The only acceptable collateral for these transactions include Treasuries or Agencies with a maximum maturity of seven years.

For purposes of this authorized investments section, the term “Repurchase Agreement” means a purchase of a security by the County pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified dollar amount and will deliver the underlying securities to the County by book entry. All County pool transactions are conducted through the County custodian on a payment vs. delivery basis. When the transaction is unwound, the transfer of the underlying securities will revert to the counter party’s bank account by book entry. The term “Counter party” means the other party to the transaction with the County. The Counter Party, or its parent, must have a short-term rating of “A-1,” “P-1,” or “F1” by at least two of the three nationally recognized rating services (S&P, Moody’s and Fitch). The maximum allowable term of a repurchase agreement shall not exceed 92 days.

#### **L. Local Agency Investment Fund (LAIF)**

The Local Agency Investment Fund (LAIF) is an investment fund run by the Treasurer of the State of California to pool local agency monies. LAIF will be used



as a comparative fund to the County's pool. The maximum percent of the fund that can be invested is up to the current State limit.

**M. Mutual Funds**

Shares of beneficial interest issued by diversified management companies as defined in Government Code Section § 53601. Purchases of Mutual Funds will not exceed 20% of the pool, 10% per mutual fund.

**N. Local Government Investment Pools (LGIPs)**

Shares of beneficial interest issued by a joint power's authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized by the Government Code. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. Purchases are limited to LGIPs that seek to maintain a stable share price and will not exceed 20% of the pool, 10% per LGIP.

**VIII. Security Lending**

Security Lending is a temporary exchange of portfolio assets for acceptable collateral between a lender and an approved borrower. The additional income generated from this transaction can be used to enhance portfolio performance. This process can be summarized in three key steps:

- A.** The Security Lending agent lends securities from our portfolio to an approved borrower at a negotiated rate. The negotiated rate is dependent upon the level of demand for the securities.
- B.** The Security Lending agent invests the cash collateral in highly liquid, short duration, high credit quality instruments approved by our investment policy.
- C.** The earnings generated net of rebates from these transactions are split between the third party agent and the County based on the contract agreement.

Our contract with The Bank of New York requires daily reporting of the securities borrowed, the borrowers, and the short term investments made with the collateral. The County retains the right to recall securities at any given time; cutoffs are 9:30 a.m. eastern standard time for same day recalls of treasuries/agencies and 1:30 p.m. eastern standard time on trade date for corporates. We also require acknowledgement of the County Investment Policy, and check the adherence to that policy daily.

All securities purchased with any funds received as a result of such lending shall be regularly monitored and re-evaluated. Should their ratings fall below the pool's investment standards, the Treasury Oversight Committee will be notified within 10 days of any security downgrades that fall below the pool's investment standards and the course of action if any. In addition, the information will be posted on the Treasurer's website within the same time frame.

Additionally, the percentage of the Fund's market value in any one issuer's securities shall be regularly monitored and the Treasury Oversight Committee will be notified within 10 days, and the information posted on the Treasurer's website, of any instances where the percentage of the Fund's market value in any one issuer's securities exceeds the percentage limitations set forth herein or where there is any change in diversification and the course of action, if any.

There are always risks in any financial transaction. The three most common risks in Security Lending are as follows:

- A. **Borrower Default Risk** – Although rare, a borrower may not return a security in a timely manner. To protect against this risk, we require 102% cash collateral, which is marked to market and monitored daily. In the event of borrower default, the Security Lending agent is responsible for replacing the securities or providing the cash value of the securities. In other words, The Bank of New York indemnifies the County of San Mateo against borrower default.
- B. **Collateral Investment Risk** – The value of the securities in which we invest the cash collateral may decline due to fluctuations in interest rates or other market related events. This risk is controlled by investing in a huge investment pool with highly liquid short duration, high credit quality instruments identified in this investment policy.
- C. **Operational Risks** – Critical operations, such as maintaining the value of the collateral, collecting interest and dividend payments are essential to a smooth running Security Lending operation. Operational risks are the responsibility of the Security Lending agent. We further mitigate this risk by reviewing all transactions and collateral requirements on a daily basis.

### **Schedule 1 – Securities Lending**

#### **Securities Loans**

- No more than 5% of the Pool can be on loan to any single counterparty.
- A single loan shall not exceed 3% of the total portfolio.
- The maximum maturity of a securities loan shall not exceed 92 days.

#### **Collateral**

##### Acceptable Collateral

U.S. Treasuries and Agencies and cash.

##### Collateral Investment

The only authorized investments are shown in the following table. No floating or reset notes are permitted.

"Fund" means actual market value of all securities lending collateral.

INSTRUMENT	RATING	LIMITATIONS		
		-		
		% of Fund	% of Fund per Issuer	Maturity
U.S. Treasury Obligations		100	100%	1 year

INSTRUMENT	RATING	-	LIMITATIONS	
Obligations of U.S. Agencies or government sponsored enterprises	AA or A-1	100	40% per issuer	1 year
Repurchase agreements secured by U.S. Treasury or agency obligation (102% collateral)	A-1	100	50%	overnight
Bankers Acceptances Domestic Foreign	A-1 / P-1/ F1	15 15	5% Aggregate 5% Aggregate	180 days 180 days
Commercial paper	A-1 / P-1 / F1	40	5% Aggregate	270 days or less

**Other****Agent Qualifications**

The only acceptable Agent is the Pool's custodian bank.

**Contract Provisions**

The Agent must indemnify the Pool against borrower default.

The Agent must acknowledge and accept the Policy in writing. A copy of this acceptance will be attached to future policies.

The Agent must submit monthly reports showing securities out on loan (terms and borrowers), defaults, earnings, and the percent by sector of Pool assets out on loan as well as information on the collateral investments (including market values, income and realized and unrealized gains and losses).

**Oversight**

The Treasurer shall include copies of the Agent's most recent report with their reports to the Treasury Oversight Committee.

**IX. Community Reinvestment Act Program**

- A. This policy sets aside up to \$5 million dollars for investment in banks whose primary operations are located in San Mateo County. Investments from this fund must meet the requirements of this investment policy. Eligible banks must have Community Reinvestment Act performance ratings of "satisfactory" or "outstanding" from each financial institution's regulatory authority. In addition, deposits greater than the federally-insured amount must be collateralized. Banks must place securities worth between 110% and 150% of the value of the deposit with a custodial bank.

**X. Diversification and Maturity Restrictions**

It is the policy of the Treasurer to diversify the Fund's portfolios. Investments are diversified to minimize the risk of loss resulting in over concentration of assets in a specific

maturity, specific issuer or a specific class of securities. Diversification strategies shall be established by the Treasurer and whoever has been retained to perform the investment function.

<b>Instrument</b>	<b>Min. Rating Category</b>	<b>% of Fund</b>	<b>Limitations % of Fund per Issuer</b>	<b>Maturity</b>
U.S. Treasury Obligations		100%	100%	7 years
Obligations of U.S. Agencies or government sponsored enterprises	AA or A-1	100%	40%	7 years
U.S. Agencies Callables	AA		25%	7 years
Commercial paper (two agencies)	A-1/P-1/F1	40%	5% Aggregate	270 days or less
Negotiable Certificates of Deposit (\$5 billion minimum assets) (two agencies)	A-1/P-1/F1	30%	5% Aggregate	5 years
Bankers Acceptances *Domestic: (\$5 billion minimum assets) *Foreign: (\$5 billion minimum assets) (two agencies)	A-1 / P-1/ F1	15% 15%	5% Aggregate 5% Aggregate	180 days 180 days
Collateralized Time Deposits within the state of CALIFORNIA	A-1/P-1/ F1	15%	5% Aggregate	1 year
Mortgage Backed Securities/CMO's: No Inverse Floaters No Range Notes No Interest only strips derived from a pool of Mortgages	AA		5% Aggregate	5 Years
Asset Backed Securities	AAA	20% Combined total	5% Aggregate	5 Years
Corporate bonds, Medium Term Notes & Covered Bonds (two agencies)	A	30%  A maximum of 27% may be invested in	5% Aggregate	5 years

<b>Instrument</b>	<b>Min. Rating Category</b>	<b>% of Fund</b>	<b>Limitations % of Fund per Issuer</b>	<b>Maturity</b>
		A rated securities (90% of the 30% allocation)		
US Instrumentalities	AA	30%		5 Years
CA Municipal Obligations	AA	30%	5% Aggregate	5 Years
Repurchase Agreements secured by U.S. Treasury or agency obligation (102% collateral)	A-1	100%	See limitations for Treasuries and Agencies above	92 days
Local Agency Investment Fund (LAIF)			Up to the current state limit	
Shares of beneficial interest issued by diversified management companies as defined in Government Code Section § 53601 (Mutual Funds)	Money Market AAAM	20%	10% per mutual fund	
Local Government Investment Pools (LGIPs)		20%	10% per LGIP	

## **XI. Average Life**

The maximum dollar weighted average maturity of the fund will be 3 years. The focus of this fund is in order of priority: preservation of principal, liquidity and then yield. The policy of maintaining a maximum dollar weighted maturity or weighted average maturity (WAM) of 3 years leaves open the flexibility to take advantage of interest rate trends to maximize the return on investment. The imposed maximum 3-year average maturity limits the market risk to levels appropriate to a short, intermediate income fund. The word "Maturity" refers to the instrument's stated legal final redemption date - not coupon reset, put or call dates.

Securities purchased specifically to match the maturity of a bond issue and/or a contractual arrangement must be authorized by California Government Code §53601 and §53635 but are not included in the requirements listed above. Such securities shall be clearly designated in the appropriate investment journals and reports.

## **XII. Prohibited Transactions**

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy and California Government Code Sections §53601, §53601.1, §53601.2, §53601.6, and §53635, as may be amended from time to time. No investment prohibited by the California Government Code or other controlling provision of law shall be permitted herein.

Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Investment Policy **at time of purchase** must be documented and approved by the Treasurer in writing. Thereafter, action shall be taken by the Treasurer to correct such matter as soon as practical. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction.

The Treasurer shall not leverage the County pool through any borrowing collateralized or otherwise secured by cash or securities held unless authorized by this investment policy.

Security Lending is authorized by this policy and will be limited to a maximum of 20% of the portfolio.

### **The following transactions are prohibited:**

- A.** Borrowing for investment purposes ("Leverage").
- B.** Inverse floaters, leveraged floaters, equity-linked securities, event-linked securities, structured investment vehicles (SIV).

Simple "floating rate notes" whose periodic coupon adjustment is based on a short-term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate or LIBOR) and which have a reasonable expectation of maintaining a value at par at each interest rate adjustment through final maturity, are exempt from this definition. Additionally, U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation (REFCORP) strips or other callable securities which otherwise meet quality, maturity and percent limitations assigned to their respective security category, are exempt from this section.

- C.** Derivatives (e.g. swaptions, spreads, straddles, caps, floors, collars, etc.) shall be prohibited.
- D.** Trading of options and futures are prohibited.

## **XIII. Method of Accounting:**

- A.** For earnings calculations, investments will be carried at original purchase cost (plus purchased accrued interest, if applicable). Premiums or discounts acquired in the purchase of securities will be amortized or accreted over the life of the respective securities. For GASB purposes, investments will be carried at cost and marked to market.

- B. Gains or losses from investment sales will be credited or charged to investment income at the time of sale. All interest income, gains/ losses are posted quarterly.
- C. Premiums paid for callable securities will be amortized to the 1<sup>st</sup> call date after purchase.
- D. Purchased accrued interest will be capitalized until the first interest payment is received. Upon receipt of the first interest payment, the funds will be used to reduce the investment to its principal cost with the remaining balance credited to investment income.
- E. Yield is calculated on an accrual basis using a 365-day calendar year. Earnings are calculated as follows:

$$\frac{(\text{Earnings}^* + \text{Capital Gains}) - (\text{Fees} + \text{Amortized Premiums} + \text{Capital Losses})}{\text{Average Daily Pool Balance}}$$

\* Earnings equal net interest payments + accrued interest + accreted discounts.

- F. The County Pool is operated as a single investment pool. Banking and reporting services required by a participant are charged directly to the participant. All participants are charged an administrative fee.
- G. The administrative fee is 9.5 basis points effective July 1, 2018 and will be evaluated annually.

The County Pool Administrative Fee is established annually and is effective July 1 through June 30. The fee is developed to align with the actual administrative cost of managing the pool. Due to variations in the pool size during the fiscal year (such as those caused by the influx of funds from unanticipated school bond issues or voluntary pool participant withdrawals), a true-up of fees collected will take place in the 4<sup>th</sup> quarter of each fiscal year.

#### **XIV. Safekeeping**

All deliverable security transactions, including collateral for repurchase agreements, entered into by the Treasurer shall be conducted on a Delivery-versus-Payment basis (DVP).

All deliverable securities shall be held by a third-party custodian designated by the Treasurer. The third-party custodian shall be required to issue a safekeeping statement to the Treasurer listing the specific instrument, rate, maturity and other pertinent information.

#### **XV. Performance Evaluation**

The Treasurer shall submit monthly, quarterly and annual reports, in compliance with Government Code Sections §53607 and §53646 to the Treasury Oversight Committee, Pool participants and the Board of Supervisors. These reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and shall be in compliance with Government Code. This includes the type of investments, name of



issuer, maturity date, par and dollar amount of the investment. For the total Pooled Investment Fund, the report will list average maturity, the market value and the pricing source. Additionally, the report will show any funds under the management of contracting parties, a statement of compliance to the Policy and a statement of the Pooled Investments Fund's ability to meet the expected expenditure requirements for the next 6 months. In accordance with GASB Statements 31 and 40, the Treasurer shall provide financial information on the treasury for the County's Comprehensive Annual Financial Report.

## **XVI. Withdrawal Requests**

### **Voluntary Pool Participants**

- A.** Any request to withdraw funds shall be released at no more than 12.5% per month, based on the month-end balance of the prior month.
- B.** Current secured tax apportionments and property tax revenue distributed to Redevelopment Property Tax Trust Funds will be exempt from the 12.5% withdrawal rule, however, these apportionments must be withdrawn in the same month they are received or they will be subjected to the 12.5% withdrawal rule.
- C.** Any additional withdrawal requests will be considered on a case-by-case basis.
- D.** All requests for withdrawals must first be made in writing to the Treasurer, at a minimum, 24 hours in advance.

In accordance with California Government Code § 27136 et seq, and §27133 (h) et seq, these requests are subject to the Treasurer's consideration of the stability and predictability of the pooled investment fund, or the adverse effect on the interests of the other depositors in the pooled investment fund.

### **Schools**

- A.** Withdrawals of surplus funds by a school district for investment elsewhere will require a Resolution from the District Office requesting such withdrawal and specifying that funds are 'surplus.' Such requests must be made at a minimum 24 hours in advance.
- B.** A one-year dark period will exist for such withdrawals before funds can be re-deposited into the treasury by that school district. A Resolution from the District Office will be required to do so.
- C.** Any emergency situation that requires previously withdrawn school district funds be re-deposited into the treasury within that one-year period will require a Resolution from the District Office and Office of Education.
- D.** No Bond Proceeds may be withdrawn for investment outside of the pool (AB2738)

## **XVII. Internal Controls**

The County Treasurer shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. The County Treasurer shall also be responsible for ensuring that all investment transactions comply with the County's investment policy and the California Government Code.

The County Treasurer shall establish a process for daily, monthly, quarterly and annual review and monitoring of investment program activity.

Daily, the County Treasurer or authorized treasury personnel shall review the investment activity, as well as corresponding custodial and commercial bank balances and positions for compliance with the investment policy and guidelines. The County Controller's Office shall conduct an annual audit of the investment program's activities. It is to be conducted to determine compliance with the County's investment policy and the Government Code. The audit shall be conducted by staff with experience in auditing large, complex investment programs consistent with industry standards as promulgated by the Global Investment Performance Standards (GIPS) adopted by the CFA Institute Board of Governors.

#### **A. Investment Authority and Responsibility**

The responsibility for conducting the County's investment program resides with the Treasurer, who supervises the investment program within the guidelines set forth in this policy. The Treasurer may delegate the authority for day-to-day investment activity to whoever has been retained to perform the investment function.

#### **B. County Treasury Oversight Committee**

The Board of Supervisors, in consultation with the Treasurer, has established the County Treasury Oversight Committee pursuant to California Government Code § 27130 et seq. Members of the County Treasury Oversight Committee shall be selected pursuant to California Government Code §27131. The Treasury Oversight Committee will meet at least three times a year to evaluate general strategies and to monitor results and shall include in its discussions the economic outlook, portfolio diversification, maturity structure and potential risks to the County pool's funds. All actions taken by the Treasury Oversight Committee are governed by rules set out in § 27131 et seq. of the California Government Code.

Members of the County Treasury Oversight Committee must pay particular attention to California Government Code § 27132.1, § 27132.2, § 27132.3 and § 27132.4, which read as follows:

§ 27132.1 A member may not be employed by an entity that has (a) contributed to the campaign of a candidate for the office of local treasurer, or (b) contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the committee.

§ 27132.2 A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the committee.

§ 27132.3 A member may not secure employment with bond underwriters, bond counsel, security brokerages or dealers, or with financial services firms, with whom the Treasurer is doing business during the period that the person is a member of the committee or for one year after leaving the committee.

§ 27132.4 Committee meetings shall be open to the public and subject to the Ralph M. Brown Act (chapter 9 (commencing with section 54950) of Part 1 of Division 2 of Title 5).

### **C. Reporting**

The Treasurer will prepare a monthly report for the County pool participants and members of the County Treasury Oversight Committee stating, for each investment: the type of investment, name of the issuer, maturity date, par value of the investment, current market value and the securities S&P/Moody's rating. For the total pooled investment fund, the report will list average maturity, effective duration, cost, the current market value, net gains/losses and the sector and issuer concentrations. In addition, the report will break down distribution by maturities, coupon, duration and both S&P/Moody's ratings. The Treasurer shall prepare a monthly cash flow report which sets forth projections for revenue inflows, and interest earnings as compared to the projections for the operating and capital outflows of depositors. This projection shall be for a minimum of 12 months. All Reports will be available on the County Treasurer's website at [treasurer.smcgov.org](http://treasurer.smcgov.org)

### **D. Annual Audit of Compliance**

The County Treasury Oversight Committee shall cause an annual audit to be conducted of the portfolio, procedures, reports and operations related to the County pool in compliance with California Government Code § 27134.

### **E. Pool Rating**

The Pool strives to maintain the highest credit rating at all times. Annually, a contract may be requested for a rating from one of the three leading nationally recognized credit rating organizations (S&P, Moody's or Fitch).

### **F. Compliance Review**

The County will ensure a monthly compliance review of the County's portfolio holdings and provide a monthly written report which will:

1. Verify the accuracy of holdings information.
2. Provide summary level information about the portfolio.
3. Verify compliance with California Government Code.
4. Verify compliance with the County's written Investment Policy.
5. List any exceptions or discrepancies identified.

**G. Loss Control**

While this Investment Policy is based on “the Prudent Investor Rule”, the Treasurer shall seek to enhance total portfolio return by means of actively managing the portfolio. In any professionally managed portfolio, occasional controlled losses are inevitable and must be realized and judged within the context of overall portfolio performance. Losses shall be allocated as otherwise described in this policy in section XIII, entitled “Method of Accounting”.

**H. Credit Quality**

Should any investment or financial institution represented in the portfolio, be downgraded by any of the major rating services to a rating below those established in this investment policy, the Treasurer must immediately make an informed decision as to the disposition of that asset and will so advise the County Treasury Oversight Committee. The situation will be monitored daily by the Treasurer until final disposition has been made.

**I. Approved Brokers**

The Treasurer will maintain a current list of Approved Brokers and Dealers who may conduct business with the County. All financial institutions on the approved list will be evaluated individually, with preference given to primary dealers, who possess a strong capital and credit base appropriate to their operations. The Treasurer will forward a copy of the County Investment Policy to all approved brokers and require written acknowledgment of the policy from the broker.

No broker, brokerage, dealer or securities firm is allowed on the approved list if, within any consecutive 48-month period, they have made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the local Treasurer, any member of the governing board of the local agency or any candidate for those offices.

If the County has contracted with an investment advisor to provide investment services, the investment advisor may use their own list of approved issuers, brokers/dealers and financial institutions to conduct transactions on the County's behalf.

**J. Transaction Settlement**

Payment of settlement in a securities transaction will be against delivery only. A due bill or other substitution will not be acceptable. All securities purchased from the brokers/dealers must be held in safekeeping by the County's safekeeping agent or designated third party.

**K. Internal Controls**

The Treasurer has established a system of controls designed to prevent losses of pooled funds due to fraud, employee error, and misrepresentations by third parties, and unanticipated changes in financial markets or imprudent actions by employees of the County. The controls include:

1. Procedures for investment activity which includes separation of duties for transaction authority, accounting and operations and requires clear documentation of activity.
2. Custodial safekeeping as prescribed in California Government Code § 53601.
3. Independent audit, both external and internal.
4. Clear delegation of authority.
5. Written confirmations of all telephone transactions.
6. Establishment of written ethical standards and rules of behavior.

**XVIII. Execution of Investment Authority**

- A.** All transactions are documented as to date, time and vendor, signed by the originator and include the following information:

1. Buy or sell
2. Specific description of security involved (CUSIP)
3. Settlement date
4. Price
5. The total amount of funds involved
6. On non-treasury or agency transactions a notation will be made on the transaction ticket of competitive bids and offers
7. Broker/dealer

- B.** Information in “A” must be provided to the Investment Specialist for the following purpose:

1. To contact the dealer to verify the information on the trade with the dealer’s instructions. Any misunderstanding must be clarified prior to settlement.
2. To provide the County’s custodian bank with the specifics of the pending transaction to assure a smooth settlement.
3. To compare with the daily custodian transaction report to assure there are no errors.
4. To generate the internal entries necessary for the movement of funds to complete the transaction.
5. To compare with the broker’s confirmations when received.

- C. At the end of each day, the Investment Specialist summarizes all of the current day transactions in a “Daily Cash Flow Report” available immediately the following morning. This report includes:
1. A summary of all the day’s investment transaction.
  2. A listing of the day’s incoming and outgoing wires.
  3. A listing of the day’s state automatics and other deposits received.
  4. If the pool has “Repos” out, the current earnings rate statement.
  5. An estimate of the total anticipated clearings for the day.
- D. A best effort will be made to obtain a minimum of three prices from different brokers before executing a security transaction whenever possible. Exceptions will occur with Treasuries. In those cases the Bloomberg screen will be printed as close to the actual executed price as possible. In the case of money market, agencies or corporate securities, a best effort will be made to obtain differential bids and offers.
- E. Repurchase Agreements All Repurchase Agreements with approved dealers will be governed by a Public Securities Association (PSA) agreement that has been approved in writing by the Treasurer.
- F. Confirmations resulting from securities purchased or sold under a Repurchase Agreement shall state the exact and complete nomenclature of the underlying securities bought or sold, as well as the term structure (i.e. maturity) of the transaction.
- G. Securities on loan and their corresponding investments under the County Security Lending Program must be monitored daily by the Investment Specialist to assure the County Treasurer or Designee has a list of those securities that are out on loan. Interest earned will be monitored daily and compared to the monthly report of earnings by the custodial bank.
- H. The assets of the County shall be held in safekeeping by the County’s safekeeping agent, or secured through third-party custody and safekeeping procedures. A due bill or other substitution will not be acceptable.
- I. Safekeeping procedures shall be reviewed annually by the Treasurer’s office and an external auditor. Surprise audits of safekeeping and custodial procedures must be conducted at least once a year.
- J. Security Lending: The custodial bank may be authorized to lend out up to 20% of the portfolio within the guidelines of this policy. Guidelines for securities lending and the investment of collateral are attached to this policy as Schedule 1. Securities on loan must be monitored daily by the Treasurer’s office to assure that the Treasurer has a list of those securities that are out on loan. Interest earned will be monitored daily and compared to the monthly report of earnings by the custodial bank.

**K. Voluntary Participants** participating in the San Mateo County Pooled Fund meet the following requirements:

1. A public agency
2. Domiciled in the County of San Mateo.
3. Agree to abide by the approved San Mateo County Pooled Fund Investment Policy Statement.
4. Acknowledge changes to the policy annually in writing and meet the minimum balance requirements (250K).

Effective 11/1/2018, acceptance of new voluntary participants was discontinued to decrease liquidity requirements.

**L.** Agencies whose jurisdiction includes San Mateo County, but are not domiciled in San Mateo County, may participate in the San Mateo County Pooled Fund with the approval of the Treasurer and the County Treasury Oversight Committee.

## **XIX. Disaster Recovery**

The San Mateo County Treasurer's Disaster Recovery Plan includes critical phone numbers and addresses of key personnel as well as active bankers and brokers/dealers. Portable devices have been issued to key personnel for communicating between staff, banks and broker/dealers. The plan includes an offsite location to be communicated at the time of readiness if our offices are uninhabitable.

In the event investment staff is unable to invest the portfolio, the custodial bank will automatically sweep all un-invested cash into a collateralized account at the end of the business day. Union Bank is currently the pools bank.

Should this guarantee program not be extended, a collateralized account will be set up. Until normal operations of the Treasurer's office have been restored, the limitations on the size of an individual issuer and the percentage restrictions by investment type would be allowed to exceed those approved in this Investment Policy.

## **XX. Ethics and Conflict of Interest**

The Treasurer and all investment personnel shall refrain from personal business activity which could create a conflict with proper execution of the investment program or which could impair the ability to execute impartial investment decisions. The Treasurer and all investment personnel shall complete and submit State of California Form 700, Statement of Economic Interests Disclosure annually.

## **XXI. Limits on Honoraria, Gifts and Gratuities**

In accordance with California Government Code Section 27133, this policy establishes limits for the Treasurer; individuals responsible for management of the portfolios; and members of the Treasury Oversight Committee; select individual investment advisors and broker/dealers who conduct day-to-day investment trading activity.



Any individual who receives an aggregate total of gifts, honoraria and gratuities in excess of \$50 in a calendar year from a broker/dealer, bank or service provider to the Pooled Investment Fund must report the gifts, dates and firms to the designated filing official and complete the appropriate State forms.

No individual designated in a conflict of interest code may receive aggregate gifts, honoraria and gratuities in a calendar year in excess of the amount specified in Section 18940.2(a) of Title 2, Division 6 of the California Code of Regulations. Gifts from a single source are subject to a \$420 limit. Any violation must be reported to the State Fair Political Practices Commission.

## Comparison and Interpretation of Credit Ratings<sup>1</sup>

### Long Term Debt Ratings

Rating Interpretation	Moody's	Standard & Poor's	Fitch
Best-Quality grade	Aaa	AAA	AAA
High-Quality Grade	Aa1	AA+	AA+
	Aa2	AA	AA
	Aa3	AA-	AA-
Upper Medium Grade	A1	A+	A+
	A2	A	A
	A3	A-	A-
Medium Grade	Baa1	BBB+	BBB+
	Baa2	BBB	BBB
	Baa3	BBB-	BBB-
Speculative Grade	Ba1	BB+	BB+
	Ba2	BB	BB
	Ba3	BB-	BB-
Low Grade	B1	B+	B+
	B2	B	B
	B3	B-	B-
Poor Grade to Default	Caa	CCC+	CCC
In Poor Standing	-	CCC	-
	-	CCC-	-
Highly Speculative Default	Ca	CC	CC
	C	-	-
Default	-	-	DDD
	-	-	DD
	-	D	D

**Short Term/Commercial Paper Investment Grade Ratings**

<b>Rating Interpretation</b>	<b>Moody's</b>	<b>Standard &amp; Poor's</b>	<b>Fitch</b>
Superior Capacity	P-1	A-1+/A-1	F1+/F1
Strong Capacity	P-2	A-2	F2
Acceptable Capacity	P-3	A-3	F3

<sup>1</sup> These are general credit rating guidelines and are for information only

## **GLOSSARY OF TERMS**

### **ACCRUED INTEREST**

Interest that has accumulated but has not yet been paid from the most recent interest payment date or issue date to a certain date.

### **ASSET-BACKED SECURITIES (ABS)**

A financial security backed by a loan, lease or receivables against assets other than real estate and mortgage-backed securities. For investors, asset-backed securities are an alternative to investing in corporate debt.

### **AVERAGE LIFE**

The length of time the principal of a debt issue is expected to be outstanding. The average life is an average period before a debt is repaid through amortization or sinking fund payments.

### **BANKERS' ACCEPTANCE**

A time bill of exchange drawn on and accepted by a commercial bank to finance the exchange of goods. When a bank "accepts" such a bill, the time draft becomes, in effect, a predated, certified check payable to the bearer at some future specified date. Little risk is involved for the investor because the commercial bank assumes primary liability once the draft is accepted.

### **BASIS POINT**

One basis point is equal to 1/100 of one percent or .01%. Thus, 100 basis points equals 1%. For example, if interest rates increase from 4.25% to 4.50%, the difference is referred to as a 25-basis-point increase.

### **BENCHMARK**

A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

### **BID**

The price at which a buyer offers to buy a security.

### **BOND**

A bond is essentially a loan made by an investor to a division of the government, a government agency or a corporation. The bond is a promissory note to repay the loan in full at the end of a fixed time period. The date on which the principal must be repaid is called the maturity date or maturity. In addition, the issuer of the bond, that is, the agency or corporation receiving the loan proceeds and issuing the promissory note, agrees to make regular payments of interest at a rate initially stated on the bond. Bonds are rated according to many factors, including cost, degree of risk and rate of income.

### **BOOK VALUE**

The value of a held security as carried in the records of an investor. May differ from current market value of the security.

**BROKER/DEALER**

Any person engaged in the business of effecting transactions in securities in this state for the account of others or for her/his own account. Broker/dealer also includes a person engaged in the regular business of issuing or guaranteeing options with regard to securities not of her/his own issue.

**CALLABLE SECURITIES**

An investment security that contains an option allowing the issuer to retire the security prior to its final maturity date.

**COMMERCIAL PAPER**

Short-term, unsecured promissory notes issued in either registered or bearer form and usually backed by a line of credit with a bank. Maturities do not exceed 270 days and generally average 30-45 days.

**COLLATERALIZED TIME DEPOSITS**

An interest-bearing bank deposit that has a specific maturity date.

**CORPORATE BOND**

A debt security issued by a corporation and sold to investors. The backing for the bond is usually the payment ability of the company, which is typically money to be earned from future operations. In some cases, the company's physical assets may be used as collateral for bonds. Corporate bonds are considered higher risk than government bonds. As a result, interest rates are almost always higher, even for top flight credit quality companies.

**COUPON RATE**

The annual rate of interest payable on a security expressed as a percentage of the principal amount.

**COVERED BOND**

A covered or mortgage bond is an on-balance sheet obligation of the issuing institution. Typically, a covered bond receives the legal structure, the issuer's backing and the pledge of quality assets, should the issuer fail to qualify for a higher rated bond.

**CREDIT RISK**

The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**CURRENT YIELD**

The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**CUSIP NUMBERS**

CUSIP is an acronym for Committee on Uniform Security Identification Procedures. CUSIP numbers are identification numbers assigned each maturity of a security issue and usually printed on the face of each individual security in the issue. The CUSIP numbers are intended to facilitate identification and clearance of securities.

**DISCOUNT**

The amount by which the par value of a security exceeds the price paid for the security.

**DIVERSIFICATION**

Dividing investment funds among a variety of securities offering independent returns.

**DURATION**

The weighted average time to maturity of a bond where the weights are the present values of future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates.

**EARNINGS APPORTIONMENT**

The quarterly interest distribution to the Pool Participants where the actual investment costs incurred by the Treasurer are deducted from the interest earnings of the Pool.

**ENVIRONMENTAL SOCIAL GOVERNANCE (ESG) PRINCIPLES**

Assessment of investment issuers with respect to the following:

Environmental: How a company limits its environmental impact and carbon footprint.

Social: How a company treats its employees, customers, community, and other companies with whom it interacts.

Governance: How a company is led and managed, including executive pay and internal controls.

**EQUITY-LINKED SECURITIES**

A hybrid debt instrument that is linked to the equity markets. Equity-linked securities can be in the form of a single stock, a group of stocks or an equity-based index, such as the S&P 500.

**EVENT-LINKED SECURITIES**

A type of bond whose interest and principal payments are determined based on the non-occurrence of certain events such as an earthquake and hurricane. If an event, usually referred to as a "trigger event", occurs, then the holder of the bond could see a loss of all future interest payments or a loss of most principal.

**FAIR VALUE**

The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**FEDERAL FUNDS**

Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend Fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**FEDERAL FUNDS RATE**

Interest rate at which banks lend federal funds to each other.

**FEDERAL OPEN MARKET COMMITTEE (FOMC)**

This committee sets Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.

**FIDUCIARY**

An individual who holds something in trust for another and bears liability for its safekeeping.

**FLOATING RATE NOTE**

A debt security whose interest rate is reset periodically (monthly, quarterly, annually) and is based on a market index (e.g. Treasury bills, LIBOR, etc.).

**FUTURES**

Commodities, which are sold to be delivered at a future date

**INTEREST**

The amount earned while owning a debt security, generally calculated as a percentage of the principal amount.

**INVERSE FLOATING RATE NOTES**

Variable-rate notes whose coupon and value increase as interest rates decrease.

**LEVERAGED FLOATER**

A security, generally a bond, which has a leverage factor of greater than one and a fixed margin with a variable coupon rate, which is tied to a benchmark interest rate or index.

**LIQUIDITY**

The ease with which investments can be converted to cash at their present market value. Liquidity is significantly affected by the number of buyers and sellers trading a given security and the number of units of the security available for trading.

**LOCAL AGENCY INVESTMENT FUND (LAIF)**

The State of California investment pool in which money of local agencies is pooled as a method for managing and investing local funds.

**MARKET RISK**

Market risk is the risk that investments will change in value based on changes in general market prices.

**MARKET VALUE**

The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT**

A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY**

The date upon which the principal of a security becomes due and payable to the holder.

**MONEY MARKET MUTUAL FUND**

A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty.

**MORTGAGE-BACKED SECURITIES (MBS)**

A type of asset-backed security that is secured by a mortgage or collection of mortgages. These securities must also be grouped in one of the top two ratings as determined by an accredited credit rating agency, and usually pay periodic payments that are similar to coupon payments.

**MUNICIPAL BOND**

Debt obligation of a state or local government entity

**NEGOTIABLE CERTIFICATE OF DEPOSIT (NCD)**

A negotiable certificate of deposit (NCD) is a certificate of deposit with a minimum face value of \$100,000, and they are guaranteed by the bank and can usually be sold in a highly liquid secondary market, but they cannot be cashed in before maturity.

**OPTION**

A contract that provides the right, but not the obligation, to buy or to sell a specific amount of a specific security within a predetermined time period. A call option provides the right to buy the underlying security. A put option provides the right to sell the underlying security. The seller of the contracts is called the writer.

**PAR**

The stated maturity value, or face value, of a security.

**PAR VALUE**

The stated or face value of a security expressed as a specific dollar amount marked on the face of the security, the amount of money due at maturity. Par value should not be confused with market value.

**PREMIUM**

The amount by which the price paid for a security exceeds the security's par value.

**PRIME RATE**

A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**PRUDENT-MAN RULE**

When one person is given control over another's assets, such fiduciaries must act as a prudent man or woman would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

**RANGE NOTE**

A structured note that provides investors with an above market coupon, but against foregoing coupon payments when the floating rate (LIBOR, typically) breaks outside the boundaries of a specific range.

**RATE OF RETURN**

The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond and the current income return.



**REPURCHASE AGREEMENT OR RP OR REPO**

An agreement consisting of two simultaneous transactions whereby the investor purchases securities from a bank or dealer and the bank or dealer agrees to repurchase the securities at the same price on a certain future date. The interest rate on a RP is that which the dealer pays the investor for the use of his funds. Reverse repurchase agreements are the mirror image of the RPs when the bank or dealer purchases securities from the investor under an agreement to sell them back to the investor.

**SAFEKEEPING**

A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held by the bank in the customer's name.

**SECURITIES LENDING**

A transaction wherein the Treasurer's Pool transfers its securities to broker/dealers and other entities for collateral which may be cash or securities and simultaneously agrees to return the collateral for the same securities in the future.

**SETTLEMENT DATE**

The date on which the purchase or sale of securities is executed. For example, in a purchase transaction, the day securities are physically delivered or wired to the buyer in exchange for cash is the settlement date.

**STRIPS**

Bonds, usually issued by the U.S. Treasury, whose two components, interest and repayment of principal, are separated and sold individually as zero-coupon bonds. Strips are an acronym for Separate Trading of Registered Interest and Principal of Securities.

**STRUCTURED INVESTMENT VEHICLES (SIV)**

A pool of investment assets that attempts to profit from credit spreads between short-term debt and long-term structured finance products such as asset-backed securities (ABS).

**TRADE DATE**

The date and time corresponding to an investor's commitment to buy or sell a security.

**U.S. AGENCY OBLIGATIONS**

Federal agency or United States government-sponsored enterprise obligations, participants, or other instruments. The obligations are issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. Issuers include: Fannie Mae, Farmer Mac, Federal Farm Credit Banks, Freddie Mac, Federal Home Loan Banks, Financing Corporation, Tennessee Valley Authority, Resolution Trust Funding Corporation, World Bank, Inter-American Development Bank and PEFCO.

**US INSTRUMENTALITIES**

An organization that serves a public purpose and is closely tied to federal and/or state government, but is not a government agency. Many instrumentalities are private companies, and some are chartered directly by state or federal government.

**U.S. TREASURY OBLIGATIONS (TREASURIES)**

Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the U.S. and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**WEIGHTED AVERAGE MATURITY**

The remaining average maturity of all securities held in a portfolio.

**YIELD**

The rate of annual income return on an investment, expressed as a percentage. Yield does not include capital gains. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**ZERO-COUPON BOND**

A bond on which interest is not payable until maturity (or earlier redemption), but compounds periodically to accumulate to a stated maturity amount. Zero-coupon bonds are typically issued at a discount and repaid at par upon maturity.

**From:** [Rick Ballard](#)  
**To:** [City Council \(San Mateo\)](#)  
**Cc:** [Clerk](#)  
**Subject:** Public comment, council meeting item 16, City Council Priority List  
**Date:** Monday, March 18, 2024 2:51:31 PM

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Dear City Council,

Regarding the City Council priority list to be reviewed this evening, I am writing to urge you to support priorities which help us achieve our climate goals and our development into a more livable city, with emphasis on cycling, pedestrianization, and public transit.

Our decarbonization objectives are critical to meeting our climate responsibilities as a first-world community. Climate change is an existential risk; doing our part to mitigate it is our fundamental human responsibility, and must not be deferred.

A thriving mixed-use downtown is a key part to a livable city. Please preserve the priority to complete the pedestrianization of B st (both blocks). Please support other priorities which make downtown more bike- and pedestrian-friendly, support small businesses, and support housing density near transit and small business.

Increasing the use of biking, walking, and public transit are necessary for our climate goals, and are a requirement to support a livable city, benefiting resident health, small business, neighborhood cohesion, child-friendly urban design, and resident happiness. Please support priorities which make this possible, including quick-build bicycle/pedestrian projects, the annual transportation review, and the bicycle and pedestrian master plans.

Thank you,  
- Richard Ballard  
San Mateo Resident

**From:** [Gary Trott 2](#)  
**To:** [Clerk](#)  
**Cc:** ["Gary Trott"](#)  
**Subject:** 2024-25 Objectives City Council mtg 3/18/24  
**Date:** Friday, March 15, 2024 9:37:29 AM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding the City Council meeting on March 18, old business agenda topic. I urge you to formally adopt and support the following three areas of the Objectives:

1. **Socially Responsible Investing Strategy**

Please adopt elements of the San Mateo County, Socially responsible investment strategy, from 17-Jan-2023 page 3. Specifically, divest and no have to future investments in fossil fuels, tobacco, and guns.

2. **Transportation**

Encourage San Mateo residents to get out of their cars by completing the 2020 Bicycle Master Plan and the Pedestrian Master Plan by funding the high and medium priority projects.

3. **Decarbonization of all Buildings**

Continue to support the City Council Objective:

Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030. See the nine points presented to the city council at the study session of 16-Jan-2024

Thank you for your hard work

Regards  
Dr. Gary Trott  
San Mateo Resident

**From:** [L. Eberhart](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/24  
**Date:** Saturday, March 16, 2024 9:05:42 AM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. I urge you to formally adopt the following three areas of the Objectives:

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 3) Address the nine points presented to the City Council at its study session of January 16, 2024.

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.

We thank you for your hard work on the City Council Objectives for FY 2024-25  
Leane Eberhart

**From:** [Megan Mei Zhu](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/24  
**Date:** Friday, March 15, 2024 10:41:57 PM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. I'm a constituent of San Mateo County and work in San Mateo. I urge you to formally adopt the following three areas of the Objectives:

#### Socially Responsible Investing Strategy

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

#### Transportation Improvements

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

#### Decarbonization of all buildings

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.

2) Address the nine points presented to the City Council at its study session of January 16, 2024.

#### Support for City Council Objectives

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.
- f) Priority 1 proposed by Council Member Lee.

Thank you for your hard work on the City Council Objectives for FY 2024-25

Megan Zhu



**From:** [Jayden Wan](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/24  
**Date:** Monday, March 18, 2024 6:35:18 AM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. I urge you to formally adopt the following three areas of the Objectives:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

### **Transportation Improvements**

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

### **Decarbonization of all buildings**

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of January 16, 2024.

### **Support for City Council Objectives**

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.
- f) Priority 1 proposed by Council Member Lee.

We thank you for your hard work on the City Council Objectives for FY 2024-25.

Best,  
Jayden Wan  
Burlingame High School  
San Mateo Youth Climate Action

**From:** [Robert Zhou](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/24  
**Date:** Friday, March 15, 2024 1:25:18 PM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. For the sake of terminating pollution and improving the health of our city and world, I urge you to formally adopt the following three areas of the Objectives:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

### **Transportation Improvements**

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

### **Decarbonization of all buildings**

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of January 16, 2024.

### **Support for City Council Objectives**

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining".
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.

f) Priority 1 proposed by Council Member Lee.

We thank you for your hard work on the City Council Objectives for FY 2024-25

Robert Zhou (he/him/his)

**From:** [Marty Jordan](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting 3/18/2024  
**Date:** Saturday, March 16, 2024 12:08:43 PM

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I am writing to you regarding your City Council meeting on March 18. I urge you to formally adopt the following three areas of the Objectives:

**Socially Responsible Investing Strategy**

- Adopt this strategy and please continue the City’s commitment to having no investments in fossil fuels, tobacco and guns which do nothing but bring harm.
  - The largest banks in the US are heavily invested in fossil fuels and this must stop. City government investment vehicles are a great place to do this. Overall, these investments underperform in the market. Green energy investments are much better and reflect the City’s commitment to healthy living for its residents.

**Transportation Improvements**

- Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- Support and fully fund the Complete Streets Program.
- Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- Support and fully fund the improvements in the General Plan Circulation and Land Use Element.

**Decarbonization of all buildings**

- Continue to support the City Council Objectives – Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- Address the nine points presented to the City Council at its study session of 1/16/2024.

**Support for City Council Objectives**

To ensure the success of the above, I support these specific Council Priorities from its “blue sky” session on 2/3/2024:

- Objectives 3 and 32
- Priorities 1 and 2

Thank you for all your hard work in equitably representing the residents of San Mateo.

Marty Jordan

[REDACTED]  
[REDACTED]

**From:** [Belinda Chlouber](#)  
**To:** [Clerk](#)  
**Subject:** 2024-25 Objectives, City Council Meeting  
**Date:** Sunday, March 17, 2024 3:52:48 PM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

I am writing to you regarding your City Council meeting on March 18. I urge you to formally adopt the following three areas of the Objectives:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy, dated January 17, 2023, specifically the Socially Responsible Investment Strategies, found on page 3 of that document.
- 2) Continue the City's commitment to having no investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

### **Transportation Improvements**

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

### **Decarbonization of all buildings**

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of January 16, 2024.

### **Support for City Council Objectives**


To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.
- f) Priority 1 proposed by Council Member Lee.

I would like to add one thing to consider for future discussion. Recently I learned that some European countries are adopting a concept called Biodiversity net gain (BNG). Are you aware of this? It is an approach to development that makes sure that habitats for wildlife are left in a measurably better state than they were before the development. With the push for growth in additional housing, I think it is a very important thing to consider. Here is a link with more information; <https://www.gov.uk/guidance/understanding-biodiversity-net-gain?>

We thank you for your hard work on the City Council Objectives for FY 2024-25. It is critical to address and do all we can to mitigate our climate crisis.

Belinda Chlouber





**From:** [Wendy Chou](#)  
**To:** [Clerk](#)  
**Subject:** Clean and healthy fossil-free buildings, transportation, and investing  
**Date:** Saturday, March 16, 2024 2:50:11 PM

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Dear Mayor Diaz Nash, Deputy Mayor Newsom, and City Council members Loraine, Hedges and Lee:

Thank you very much for inviting San Mateans to participate during the process of recognizing the City Council's Objectives. I appreciate the sense of community-oriented inclusion — for example, being able to attend the "Blue Sky" meeting where many ideas were proposed. I would like to highlight what are, to me, the three most important areas of interest:

### **Socially Responsible Investing Strategy**

- 1) Adopt the County of San Mateo investment strategy (January 17, 2023), specifically the Socially Responsible Investment Strategies, found on p. 3 of that document.
- 2) Continue the City's commitment to having **no** investments in fossil fuels, tobacco, and guns.
- 3) Acknowledge that the largest banks in the United States are heavily invested in fossil fuels, and this needs to stop.
- 4) Acknowledge that fossil fuel investments underperform the market, are risky, and are speculative.

Reason: I would like to see San Mateo support the much broader (and growing) movement across the U.S. and world to invest responsibly and in a manner consistent with long-term sustainability.

### **Transportation Improvements**

In order to improve safety and encourage San Mateo residents to get out of their cars, do the following:

- 1) Complete the 2020 Bicycle Master Plan and the Pedestrian Master Plan including full funding of all high and medium-high priority projects.
- 2) Support and fully fund the Complete Streets Program.
- 3) Support and fully fund the Local Roadway Safety Plan presented to the Sustainability and Infrastructure Commission on March 13, 2024.
- 4) Support and fully fund the improvements in the General Plan Circulation and Land Use element, to be considered by the City Council on March 18.

Reason: Streets that encourage less automotive transport are SAFER streets for all. During the pandemic, people realized that it was more enjoyable to use streets for activities like walking, biking, and dining — not just driving.

### **Decarbonization of all buildings**

- 1) Continue to support the City Council Objective: Establish policies to decarbonize existing buildings and infrastructure and eliminate methane gas use by 2030.
- 2) Address the nine points presented to the City Council at its study session of

January 16, 2024.

Reason: This issue is the most important one facing our city. We can't go backwards into the fossil fuel past. We need to embrace clean energy and electrification, starting with buildings.

**Support for City Council Objectives**

To assure the success of the above objectives, we support these specific Council Priorities from its "blue sky" session on February 3:

- a) Objectives 3 and 32, proposed as "Items Staff Request Retaining" .
- b) Priority 1 proposed by Mayor Diaz Nash.
- c) Priority 1 proposed by Deputy Mayor Newsom.
- d) Priorities 1 and 2 proposed by Council Member Loraine.
- e) Priority 1 proposed by Council Member Hedges.
- f) Priority 1 proposed by Council Member Lee.

Thank you for your diligence on advancing City Council's Objectives for FY 2024-25 and I look forward to the final result.

Sincerely,  
Wendy Chou  
Resident of [REDACTED] San Mateo